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| **Formulir Permohonan Surat Pengantar Aktif Kuliah Program Pascasarjana** |
| ***Recommendation Letter Request Form for Registered Post-graduate Student*** |

**Yth. Wakil Dekan Bidang Pendidikan, Penelitian dan Kemahasiswaan**

Fakultas MIPA Universitas Indonesia, Kampus UI Depok

***To: Vice Dean for Education, Research, and Student Affairs***

*Faculty of Mathematics and Natural Science Universitas Indonesia, Kampus UI, Depok*

Yang bertanda tangan di bawah ini :

*The undersigned below:*

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| Nama*Name* | : | …………………………………………………………………………………………… |
| NPM*Student ID Number* | : | …………………………………………………………………………………………… |
| Departemen*Department* | : | ………………………………………………………………………………………… |
| Program Studi*Study Program* | : | S2 / S3, Mat / Fis / Kim / Bio /Geo/ Kelautan / Bahan / Medis*Master / Doctor, Math / Phy / Chem / Bio / Geo / Marine / Material/ Medical*  |
| No. Telp/HP*Phone Number* | : | …………………………………………………………………………………………… |
| Alamat Email*Email Address* | : | …………………………………………………………………………………… |

Bahwa saya telah diterima pada program studi ………………………………..semester………………………tahun akademik…………………………………Saya bermaksud mengajukan permohonan agar dibuatkan surat aktif kuliah dan melakukan registrasi (daftar ulang kembali) pada semester ………………………… tahun akademik………………………….

*That I have been accepted in Study Program…………………………………...…..…… Semester…………………………………… academic year ………………………………………..……………..*

*I intend to submit for a recommendation letter for registered active student and register (re-register) in semester …………………… academic year ………………………….*

Berkas yang dilampirkan :

1. Surat persetujuan tunda kuliah dari Direktorat Pendidikan UI

*Attached files:*

*1. Letter of approval for study postponement from the Education Directorate of UI*

Demikian permohonan ini saya ajukan, atas perhatian dan bantuan yang diberikan saya ucapkan terima kasih.

*Thus I submit this request, for the attention and assistance given, I say thank you.*

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|  |  | Depok, …………………20……. |
| Menyetujui ,Ketua Dept./Ketua program Studi*Approving,**Head of Dept./Head of Study Program*( …………………………………. )NIP.*Employee ID Number* |  | Hormat saya,Yours faithfully,( ……………………………… )NPM.*Student ID Number* |

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| Mengetahui ,Manajer Pendidikan*Knowing,**Manager of Education FMIPA UI*Rika Tri Yunarti, S.Si., M.Eng., Ph.D.NUP. 030903195*Employee ID Number*  |

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| **Catatan:*** Pengajuan surat permohonan harus ditandatangani asli ( bukan fotocopy) oleh Kadep/Kaprodi dan distempel Departemen
* Penyerahan formulir pengajuan surat di PAF sampai pukul 16.00 WIB.
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| ***Notes:**** *The application letter must be signed in original (not photocopy) by Head of Dept./Head of Study Program and stamped by the Department*
* *Submission of the application letter form at PAF until 16.00 WIB*
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