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| **Formulir Permohonan Surat Pengantar Kuliah Lintas Fakultas** |
| ***Recommendation Letter Request Form for Cross-Faculty Study*** |

**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 Sciences 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* | : | S1 Reg. / S1 Par. / S2 / S3, Mat / Fis / Kim / Bio /Geo/ Kel / Bahan / Medis / Geologi /  Geofisika / Stat / Akt.  *Reg. Bachelor / Par. Bachelor / Master / Doctor, Math / Phy / Chem / Bio / Geo / Mar /*  *Material / Medical / Geology / Geophysics / Stat /Act.* |
| No. Telp/HP  *Phone Number* | : | ……………………………………………………………………………………………… |
| Alamat Email  *Email Address* | : | ……………………………………………………………………………………………… |

Bersama ini mengajukan permohonan agar dibuatkan surat pengantar mengikuti kuliah lintas fakultas semester………………….tahun akademik……………………di Fakultas…………………………….

*Hereby submit the request for a recommendation letter to take part in cross-faculty lectures for semester………………….……………. academic year……………………… at Faculty of…………………………….*

Adapun Mata kuliah yang diambil :

*The courses taken:*

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Kode MK  *Course Code* | Nama MK  *Course Name* | SKS  *Credits* |
| 1. |  |  |  |
| 2. |  |  |  |

Demikian permohonan ini kami sampaikan, atas perhatian dan bantuan Bapak, saya mengucapkan terima kasih.

*Thus the request that we convey, for your attention and assistance, I say thank you.*

Depok,…………………20 ……..

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| Menyetujui,  Pembimbing Akademik,  *Approving,*  *Academic Advisor*    (……………………………….)  NIP.  *Employee ID Number* |  | Hormat saya,  *Yours faithfully,*  (……………………………….)  NPM.  *Student ID Number* |

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| Mengetahui,  Manajer Pendidikan FMIPA UI  *Knowing,*  *Manager of Education FMIPA UI*  Rika Tri Yunarti, S.Si., M.Eng., Ph.D.  NUP. 030903195  *Employee ID Number* |  | Menyetujui,  Ketua Dept./Ketua Program Studi  *Approving,*  *Head of Dept./Head of Study Program*    (……………………………….)  NIP.  *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. * Surat dapat di ambil setelah 3-5 hari kerja (paling cepat 3 hari kerja dan paling lama 5 hari kerja) |
| ***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* * *The letter can be picked up after 3-5 working days (minimum 3 working days and maximum 5 working days)* |