|  |
| --- |
| **Formulir Permohonan Surat Keterangan Mahasiswa Aktif** |
| ***Statement Letter as Registered Student Request Form*** |

**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, saya :

*The undersigned below, I:*

|  |  |  |
| --- | --- | --- |
| Nama*Name* | : | ………………………………………………………………………………… |
| NPM*Student ID Number* | : | ………………………………………………………………………………… |
| Tingkat / Semester*Level/Semester* | : | ………………………………………………………………………………… |
| 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 saya mengajukan permohonan agar dibuatkan surat keterangan sebagai mahasiswa aktif di Fakultas MIPA Universitas Indonesia pada semester ……………… 20 … / 20 … tahun akademik 20 … / 20 …

*Hereby I submit the request for a statement letter as an active student at the Faculty of Mathematics and Natural Sciences, Universitas Indonesia in the semester ……………… 20 … / 20 … academic year 20 … / 20 …*

Surat keterangan tersebut akan saya gunakan untuk ……………………………...........……………… , ditujukan kepada : ………………………………………………………………..

*I will use the statement letter for ……………………………………………………………*

*addressed to: ……………………………………………………………..*

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

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

|  |  |  |
| --- | --- | --- |
|  |  | Depok, …………………… 20 … |
| Manajer Pendidikan FMIPA UI*Manager of Education FMIPA UI*Rika Tri Yunarti, S.Si., M.Eng., Ph.D.NUP. 030903195 *Employee ID Number* |  | Hormat saya,*Yours faithfully,*( ……………………………..… )NPM.*Student ID Number* |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Catatan:*** 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:**** *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)*
 |