

**GENERAL REQUESTS TO THE DEAN’S OFFICE**

***INSTRUCTIONS****: After completing this form, email it to* ***segrteol@pust.it****.*

|  |  |
| --- | --- |
| **DATE SUBMITTED** | Click here to enter a date. |

|  |
| --- |
| **STUDENT’S INFORMATION** |
| **FULL NAME** | Click here to enter text. | **STATUS** | Choose an item. |
| **EMAIL** | Click here to enter text. | **MATRICULATION #** | Click here to enter text. |
|  |
| **REQUESTS** |
| **CLICK TO SELECT** | **SPECIFIC REQUEST** | **NEEDED INFORMATION** |
| [ ]  | **TO BE ABSENT FROM CLASSES** | **COURSE TITLE:** | Click here to enter text. |
| **COURSE CODE:** | Click here to enter text. |
| **PROFESSOR:** | Click here to enter text. |
| **ABSENT FROM:** | Click to enter a date. | **ABSENT TO:**  | Click to enter a date. |
| **REASON(S) FOR ABSENCE:** | Click here to enter text. |
|  |
| [ ]  | **TO TAKE AN EXAM OUTSIDE THE EXAM SESSION**  | **COURSE TITLE:** | Click here to enter text. |
| **COURSE CODE:** | Click here to enter text. |
| **PROFESSOR:** | Click here to enter text. |
| **REASON(S):** | Click here to enter text. |
|  |
| [ ]  | ***S.T.D. Students:* TO WRITE THE DISSERTATION IN A LANGUAGE OTHER THAN ITALIAN OR ENGLISH** | **LANGUAGE DESIRED:** | Click here to enter text. |
| **REASON(S):** | Click here to enter text. |
|  |
| [ ]  | **OTHER** | **SPECIFIC REQUEST:** | Click here to enter text. |
| **REASON(S):** | Click here to enter text. |
|  |
| ***FOR DEAN / VICE DEAN COMMENTS ONLY*** |
| Click here to enter text. |

**REQUEST(S) APPROVED BY:**

