

Name and Last name:

Warsaw,

Student number:

E-mail/telephone:

Semester of studies Year of studies Major: Type of studies

REQUEST FOR PROLONGING EXAM SESSION

I kindly ask for prolonging the exam session for subject (subjects):

Term (filled by Dean's Office)

- | | |
|---------|----------------------|
| 1. | <i>l.....ll.....</i> |
| 2. | <i>l.....ll.....</i> |
| 3. | <i>l.....ll.....</i> |
| 4. | <i>l.....ll.....</i> |
| 5. | <i>l.....ll.....</i> |

I motivate my request, that on the day of exam, I couldn't take the exam because of (justification):

.....
.....

To the application should be attached justification of absence on exam (original or certified copy of documents), unless the documents were submitted to the Dean's Office earlier.

This part should be filled by person, who apply for prolonging of exam session based on sick leave.

The sick leave covers period from day to day

I declare, that in above mentioned period covered by sick leave (please check only one appropriate answer):

- I took at least one exam/passed one subject in SGH Warsaw School of Economics;
- I didn't took any exams/didn't pass any subject in SGH Warsaw School of Economics.

The sick leave was issued on

Information about the sick leave I passed to Dean's Office on in following way:

- by sending a scan of sick leave for e-mail address of my assistant from official e-mail in sgh.waw.pl domain;
- by submitting scan or uncertified copy of sick leave to Dean's Office;
- by submitting original or certified copy of sick leave to Dean's Office;
- in other way

ATTENTION! If Dean's Office was informed about sick leave based on scan or uncertified copy of sick leave, to the application needs to be attached original or copy of the document certified in Registry Office in Dean's Office.

.....
Student's signature

COMMENTS OF THE ASSISTANT:

.....

DEAN'S DECISION: