İSTANBUL TİCARET ÜNİVERSİTESİ

……/…./2021

TO THE DEAN OF THE FACULTY OF BUSINESS

Department of your faculty ....., ... I am a student of ..... grade, student number ..... I would like to take the additional final exams on the dates to be determined by the Faculty, instead of the final exams I have mentioned below, which I could not attend due to my positive coronavirus (PCR) test / being in contact with the HES code as a result of being in contact / being in quarantine. The document regarding my excuse is attached.

Kindly submitted for your information

Yours sincerely,

Adress :
Phone Number :

Student Name and Surname :

Signature :

The Final Exam which Unable to be Taken			**The Lecturer Name and Surname**
Course Code	**Course Name**	**Final Exam Date**	

APPENDIX:

☐ Coronavirus (PCR) positive test result

☐ The result of the HES code inquiry that resulted I'm being in touch with someone have Covid-19.