# STUDENT APPLICATION

**DEPARTMENT OF PSYCHOLOGY, FACULTY OF ARTS AND SCIENCE, M.E.T.U.**

# SECTION A: STUDENT INFORMATION

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student Name-Surname | : | .............................................................. | | | | Department: | | | | **Psychology** | |
| Student Number | : | ................ | Grade : | ... | Semester : | ..... | | CGPA: | | | ....................... |
| Student Address | : | ......................................................................................................................... | | | | | | | | | |
| Student Telephone Number | : | ......................................................................................................................... | | | | | | | | | |
| Advisor Name-Surname | : | ............................................................... | | | | | Tel.: | | ............................... | | |
| Date of Application | : | ........... / ....... / ............. | | | | | | | | | |

#### SECTION B: REASON FOR PETITION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Late registration |  | Add course |  | Leave of absence |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Registration related to Article 11 |  | Drop course |  | Substitute from minor courses |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Couse replacement |  | Course withdrawal |  | Substitute from double major courses |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Other |  | Course exemption |  | Late notice of grades |

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#### SECTION C : EXPLANATION AND REQUEST

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|  |  |  |  |
| --- | --- | --- | --- |
| Student Signature | | Rektörlük Evrak ve Arşiv Müdürlüğü  (Directorate of Documents and Archive)  Document Date and Number: | |
|  |  |  |

1. Fill this form completely and submit it to the Evrak ve Arşiv Müdürlüğü (Directorate of Documents and Archive) on the ground floor of Rectorate Building. (Applications without document date and number will not be processed.)

2. Check with the Department Chair to ensure your application has been received and processed.

#### SECTION D : STUDENT ADVISOR’S REMARKS (\*)

**Note:** If the student fills this form in English, we kindly request the advisor to explain the issue in detail in Turkish so that the petition may be processed correctly by the administrative staff.

|  |  |  |  |
| --- | --- | --- | --- |
| **Advisor Name-Surname:** |  | **Tel:** |  |
| **Date:** |  | **Signature:** |  |

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| --- |
| (\*) Transcript of the student and the registration information for the current semester should be retrieved from the address below and added to this form by the advisor.  <https://sis.metu.edu.tr/> (Student Transcript and Semester Detail Info) |