

REQUEST FOR FREEZING OF STUDIES

A. STUDENT GENERAL INFORMATION	
a. First Name _____	b. Surname _____
b. Student NIM/ID _____ / _____	
c. Faculty _____ ; Department _____	
Study Program _____	
Year of enrollment : _____	
d. Student Contact	
Mail : _____	
Phone : _____	

B. STUDENT REQUEST	
To Dean of _____ Faculty	
By this letter I kindly ask you to freeze my studies at CIT with specifications as below :	
Academic Year : _____	
Fall Term/Spring Term _____	
Reasons : _____	

Student's Name Surname Signature	

<i>Received by Secretary of Faculty</i> Name Surname Signature _____	<i>Received by Registrar</i> Name Surname Signature _____
Date / / _____	

Note : Attached this request the student must submit the documents relating to the reasons set out above.

DECISION FOR FREEZING OF STUDIES

A. STUDENT GENERAL INFORMATION	
a. First Name _____	b. Surname _____
b. Student NIM/ID _____ / _____	
c. Faculty _____ ; Department _____ Study Program _____ Year of enrollment : _____ Term of suspension : _____	
d. Student Contact Mail : _____ Phone : _____	
e. Reason of Freezing _____ _____ _____	
Secretary of the faculty : Name Surname _____ Signature _____ Date <u> </u> / <u> </u> / <u> </u>	

B. DEAN PROPOSAL	
As Dean of the Faculty of Economy / Engineering, after being informed about the reasons for the freezing of student's studies, I propose :	
<input type="checkbox"/> Approval of student's request Name Surname _____	<input type="checkbox"/> Dissapproval of student's request Signature _____
Date <u> </u> / <u> </u> / <u> </u>	

C. RECTOR APPROVAL	
As Rector of CIT, after being informed about the reasons for the freezing of student's studies and the proposal of the dean, I :	
<input type="checkbox"/> Approve student's request Name Surname _____	<input type="checkbox"/> Dissapprove student's request Signature _____
Date <u> </u> / <u> </u> / <u> </u>	

D. ADMINISTRATOR ACCEPTANCE	
<input type="checkbox"/> YES	<input type="checkbox"/> NO
Name Surname _____ Signature _____	
Date <u> </u> / <u> </u> / <u> </u>	