**To Electronic and Communication Engineering Department**

I’m a PhD student at graduate school of natural and applied sciences with student ID 20x4xxxxx. I have completed 8 courses at PhD level and they are shown at attachment with my publications. I would like to kindly ask for your approval to have my PhD qualification exam at 2016/2017 fall semester.

Attachment: Publication and Course List

Delete and Signature here

Write your **Name & Surname** here

Write your e-mail here

Write your Telephone Number here

1. Publication List
write your publications and seminars
2. Lectures

|  |  |  |  |
| --- | --- | --- | --- |
| Course Code | Course Name | Grade | Instructor name |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please write instructor names and everything else in proper and please use blanks between each word.