**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 2017/2018 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

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| Course Code | Course Name | Grade | Instructor name |
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Please write instructor names and everything else in proper and please use blanks between each word.