**The Example of a Request for Approval Email**

To the Dean of The Graduate School

According to the request for approval for**(please specify the name of the request)**  
…………………………………………………………………………………………………………………………..………………..……………

……………………………………………………………………………………………………………………………………………………… of **(student’s name and surname)** …………………..……………………………………………………………….……….…. identification number …………………………………………..……., I have considered and agreed to have this students submit the request through the Online Graduate Request Form Submission System of The Graduate School.

For your kind consideration.

**(Name and Surname)** …………………….…………………….………...………………

🞏 Thesis Advisor

🞏 Thesis Co-Advisor

* Head of Department or   
  Graduate Program Committee Chairperson

**Note:** In case that a studentsubmit General Request, please specify the details that student would like to request for instance,the Change of Registration Type, or Request for Missing KU9 for Graduation Submission.