**TO ALTINBAŞ UNIVERSITY**

**SCHOOL OF ECONOMICS, ADMINISTRATIVE AND SOCIAL SCIENCES**

**DEPARTMENT OF ………………………….**

I am a student currently enrolled in Altınbaş University School of Economics, Administrative and Social Sciences, Department of ………………………....……….……My student number is ……………………..…...…. I am kindly requesting you to start the course exemption and credit transfer/transfer equivalency procedures for the courses I have taken and successfully passed at my former institution “…………………………………………………….” between the years of ……………….and………………… The syllabus and the content of these courses are attached to this letter of request.

Sincerely,

**Student’s Name**

**Date / Signature**

**Phone : ................................................ email : ...................................................**

**ATTACHMENTS:**

1. Transcript (notarised translation)
2. Course Content (notarised translation)