**TO ALTINBAŞ UNIVERSITY**

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

**DEPARTMENT OF ………………………….**

…………………………………….. (student number…………………………………), enrolled in Altınbaş University School of Economics, Administrative and Social Sciences, Bachelor’s Degree Programme in ………………………………………., has passed all compulsory and elective courses, completed a total of ………………. ECTS credits and achieved a GPA of ………….. required for graduation.

I am requesting you to start the necessary procedures for the student’s graduation.

Please note that in order for a student to be eligible for graduation, s/he must have achieved a minimum grade point average of 2.00 and completed a total of 240 ECTS credits. The ECTS credits taken and the ECTS credits completed by the student must be equal.

**ECTS credits taken: …… ECTS credits completed: ………**

**Annexes:**

1. Transfer Equivalency Table
2. Transcript