

To Professor of _____ program

(Name)

From _____

(Name and ID number)

(Student's major program)

(Mobile phone)

Request

I am kindly asking you to add me to the course:

Course title _____

Course ID (4 digit number) _____

Course Abbreviation (e.g. FYS-100) _____

Credits (please circle) 2 3 4 6 au

Section _____

Day/Time: Lecture _____ Seminar/Lab. _____

Reason _____

Professor's signature _____

Department chair's signature _____

(from which the course is offered)

Adviser's name and signature _____

Date _____ Student's signature _____