Hal : Permohonan Cuti Kuliah Jakarta, ..................................

Kepada Yth.

Dekan Fakultas Teknik

Universitas Pancasila

di

Jakarta

Dengan hormat,

Yang bertanda tangan di bawah ini :

Nama : ...........................................................................................

Nomor Pokok : ...........................................................................................

Tempat & Tanggal Lahir : ...........................................................................................

Alamat : ...........................................................................................

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Fakultas / Program Studi : TEKNIK / .........................................................................

Semester / Tingkat : ...........................................................................................

Mata kuliah yang telah lulus seperti terlampir.

Dengan ini mengajukan permohonan Cuti Kuliah sesuai dengan SK Koordinator Kopertis Wilayah III No. 01/Q/1982 tanggal 14 Juli 1982 untuk selama 1 (satu) semester kuliah yaitu :

**Semester Gasal / Genap 20..... / 20.....**

Adapun alasan untuk permohonan cuti kuliah adalah : .....................................................................

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Demikian, semoga permohonan cuti kuliah ini dapat diijinkan dan disampaikan ucapan terima kasih.

Mengetahui / Menyetujui :

Orang Tua / Wali, Yang mengajukan permohonan,

(.............................................) (...........................................)

Nama jelas orang tua / wali Nama jelas mahasiswa ybs.

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PENGAJUAN CUTI KULIAH DARI MAHASISWA

FAKULTAS TEKNIK UNIVERSITAS PANCASILA

Pas Photo

2 x 3

Nama Mahasiswa : .......................................................................................

Nomor Pokok : .......................................................................................

Program Studi : .......................................................................................

Berkas terlampir : 1. Foto copy tanda bukti pembayaran uang kuliah terakhir

2. Transkrip nilai paling akhir / foto copy KHS

3. Pengajuan surat permohonan cuti kepada Dekan.

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Catatan Bagian Keuangan : ADA / TIDAK ADA tunggakan administrasi keuangan.

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Jakarta, ................................

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Catatan Pembimbing Akademik : DISETUJUI / TIDAK DISETUJUI.

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Jakarta, ................................

( )

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Catatan Ketua / Sekretaris Program Studi : DISETUJUI / TIDAK DISETUJUI

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Jakarta, ................................

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Diterima Bagian Akademik Tgl. : ................................... Paraf : ...............................

Diteruskan ke Wadek I/II/III/Dekan Tgl. : ................................... Paraf : ...............................

Disiapkan Bag. Pengetikan Tgl. : ................................... Paraf : ...............................

Diterima oleh Mahasiswa / Wali Tgl. : ................................... Paraf : ...............................