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|  **T.C.****SELÇUK UNIVERSITY****INSTITUTE OF HEALTH SCIENCES** |

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|  **TO THE DEPARTMENT OF …………………..………………. Click for Date** Due to the excuse I have stated below, I want to freeze one ☐ / two ☐ semester/semesters during the terms of  ☐ Fall / ☐ Spring in Academic Year of 20… / 20 …  ☐ Fall / ☐ Spring in Academic Year of 20… / 20 …  Kindly submitted for necessary action. **Advisor’s Name Surname Student’s Name Surname** **Signature Signature** |
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| **STUDENT’S INFORMATION** |
| **Name and Surname** | Click or tap here to enter text. |
| **Student Number**  | Click or tap here to enter text. |
| **Department** | Click or tap here to enter text. |
| **Program**  | [ ]  Master’s Degree [ ]  Doctorate [ ]  Non-Thesis Master's Degree |
| **Status** | [ ]  Term [ ]  Efficiency [ ]  Thesis Term |
| **Current Academic Year**  | 20… / 20 … [ ]  Fall - 20… / 20 … ☐ Spring |
| **Telephone No** | Click or tap here to enter text. |
| **Advisor** | Click or tap here to enter text. |
| **Excuse** | Click or tap here to enter text. |
| **Reason for Freezing Registration** | [ ]  Military Service [ ]  Health [ ]  Foreign Assignment |

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| *Description:*1. *Documents regarding the reason for freezing enrollment must be attached to this form. (Mandatory)*
2. *This form should be submitted to the relevant Department Head and sent to the Graduate School with a cover letter*
3. *The form must be filled in on the computer and signed with a blue ink pen.*

*S.Ü.* *Regulation on Graduate Education and Training / Article 16*1. *Students who cannot continue their education and training due to illness, birth, natural disasters, military service, official assignment abroad and similar reasons may be suspended with the decision of the institute board of directors if they apply with a document proving their excuse. The registration freeze period is not included in the education and training period.*
2. *Among the excuses in the first paragraph, illnesses and births must be documented with a health report and natural disasters and similar situations must be documented with a reasoned official letter of the local administrative authority and these must be accepted by the institute board of directors. In order for students' health-related excuses to be accepted, the health report must be obtained from university health institutions or other public/private inpatient health institutions.*
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