T.C.

BURSA TEKNİK UNIVERSITY RECTORATE

To the Directorate of the School of Foreign Languages

 “According to the 9th article of Bursa Technical University School of Foreign Languages Education and Examination Directive *(… (4) After the education starts, the transition of a student to the appropriate level group according to his/her success in the semester is subject to the request of the student and/or the recommendation of the relevant instructors which is decided by the Board of Directors.)* I kindly request that the necessary action to transfer our student, whose information is given in the table below, to the appropriate class at the relevant level will be taken.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student Number** | **Name** | **Surname** | **Present Level of Education** | **Recommended Level of Education** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Inst. Name Surname:**

**Date:**