**GRADUATE LATE REGISTRATION FORMAT**

A petition to the head of EE Department stating your late registration request should be written in the computer environment. In the petition the section information (the section no) and the course codes that you want to register should be included. Your contact information, date and your signature should be included in the petition. The petition should be sent as a word document.

For each course that you want to register, the wet-ink signature of the lecturer should be found in the digital form (The photo of the wet signature of the related lecturer can be placed on the document)

- The requests in which the petition document does not include a detailed advisor explanation about the situation are turned down by the Institute.

The Content of text:

 “ Elektrik-Elektronik Mühendisliği Bölüm Başkanlığı’na

2020-2021/1. Döneminde danışmanı olduğum .....numaralı ve …………….. adlı öğrencinin geç kayıt işlemi tarafımca uygundur” should be written and a brief explanation of your request and situation should be given.

Danışman Ad-soyad:

İmza:

The documents that should be send via e-mail: (The incomplete applications will not be considered)

- Geç Kayıt Dilekçesi (*.ing “*Late Registration Petition”) (The reason should be stated in the explanation part. The wet-ink signature of the advisor, lecturer and the student should be on the digital form)

- Justification Document

- Transcript (from the student information, in .pdf format)

Başvurular ODTÜ e-posta (........@metu.edu.tr) hesabı üzerinden yapılmalıdır.

-The application e-mail (the advisor in the cc) will be sent to serdark@metu.edu.tr. “The title of the e-mail should be “Geç Kayıt talebi-programı-ad-soyad-öğrenci no” (*ing “*Late Registration Request-Program-Name-Last Name-Student No”)

NOTE: The Late Registration applications will be resulted (within the 3 weeks) to your academic situation in the student information after the MFYK (*.ing* “Engineering Faculty Board of Directors”), please check your situation regularly.