**THE SOCIALIST REPUBLIC OF VIET NAM**

**Independence – Freedom – Happiness**

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**STUDY EXTENSION REQUEST FORM**

**Dear:**

* Board of Directors of International University - Vietnam National University (IU –VNU);
* School/ Department…………………………………………………………..;
* Office of Undergraduate Academic Affairs.

My name is: …………………………………….………… Student ID: ………………………………….

Phone number: ………………………………….………….Email: …………………….…………………

I am a full-time student of School/ Department:……………………………………………………….……

My current GPA is: and the number of credits gained:

I am writing this form for asking study extension because:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………
I hope that I will be approved to extend the study time at IU- VNU from …………semester of Academic year ………………………………to…………semester of Academic year ……………………………… (…………. Semester).

I promise that I will try my best to complete the study plan if my request is approved by the Board of Director of IU – VNU. I have studied over the maximized time (6 years); therefore, I totally accept all decisions taken by IU – VNU about my eligibility for getting Bachelor’s degree and not sue the university for any reasons.

Hopefully, I would get approval from IU – VNU.

Sincerely,

 Ho Chi Minh city, ………………………….

 **School/ Department comment STUDENT**

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