

IF YOU WRITE A REQUEST, PLEASE FOLLOW THE GUIDELINES BELOW

Requests are always processed first by your academic officer—send/hand it to him/her.

PLEASE READ: This is a template for a request you address to one of the officials of the Albert Szent-Györgyi Medical School. If you are putting in a request electronically, delete all unnecessary parts and keep only what is required (or use a new, empty document). If you are handing in the request on paper, do not write on this template, use a clean sheet of paper and use this as a guide.

From: *your name*

To (select ONE of the School's officials):

* Prof. György Lázár M.D., Ph.D., D.Sc.
Dean of the Albert Szent-Györgyi Medical School

or

* Dr. habil. Mária Dux M.D., Ph.D.
Vice Dean for Education of the Albert Szent-Györgyi Medical School

or

* Dr. habil. Mária Dux M.D., Ph.D.
Head of the Credit Transfer Committee

or

* Dr. habil. Livia Fülöp Ph.D.
Head of the Academic Board

Date: *today's date*

Dear Professor,

I am *your name*, a(1st/2nd/3rd etc) year student of medicine.

- **State your problem**
- Be short and to the point
- **State your request**
- Attach supporting documentation (where applicable)

Yours sincerely,

your signature