|  |  |
| --- | --- |
| For processing  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature)  \_\_\_\_\_\_\_\_\_\_ \_\_\_, 20\_\_\_ | to ITMO University Rector  Corresponding member of the RAS  Vladimir N. Vasilyev, DSc  from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (full name)  student of group № \_\_\_\_\_\_\_  of the school/institute/cluster of  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (name of structural unit)  phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

REQUEST

I hereby request to have my academic leave extended due to family commitments starting from \_\_\_\_\_\_\_\_\_\_ \_\_\_, 20\_\_\_ and until \_\_\_\_\_\_\_\_\_\_ \_\_\_, 20\_\_\_.

Supporting documentation is attached.

\_\_\_\_\_\_\_\_\_\_ \_\_\_, 20\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(date) (signature) (full name)