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| **A Form to Obtain Graduation Requirements Letter (Masters) (M18)** |

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| Dear Dean of the College of Graduate Studies and Scientific Research,  Greetings,  Kindly, grant me a letter, confirming that I have completed my graduation requirements, after I defended my thesis.  Submitted two copies of theses  Recommendation for the Award of the Master’s Degree |

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| --- | --- | --- | --- | --- |
| Student Name |  | | | |
| ID. No. |  | Mobile No. |  |
| Specialization |  | College |  |

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| **Verification by the College of Graduate Studies and Scientific Research** | | | |
| “Recommendation for the Award of the Master’s Degree” Received from Academic Department | Yes | No | Receiving Date |
| The required copies were delivered + CD if the student defended the thesis  Copies of the thesis have not been submitted | Yes | No |  |

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| Ms. / Director of the Registration Department  Greetings,  Since the student’s has successfully completed the graduation requirements, please:   1. Provide the student with a letter to “whom it may concern” that the student has sucessfully defeneded his/her thesis. 2. Attested document shall be given after the approval of the Deans Council. |

\*\*This statement is not a substitute for the original graduation certificate

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| **Approval of Dean of College of Graduate Studies and Scientific Research** | |
| Signature | Date |
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The student will be notified within 24 hours after signing to receive the certificate from the Registration Department