



Formulir Permohonan Pembuatan Transkrip Fakultas

Faculty Transcripts Request Form

Yth. Wakil Dekan Bidang Pendidikan, Penelitian dan Kemahasiswaan
Fakultas MIPA Universitas Indonesia, Kampus UI Depok

To: Vice Dean for Education, Research, and Student Affairs
Faculty of Mathematics and Natural Science Universitas Indonesia, Kampus UI, Depok

Saya yang bertanda tangan dibawah ini :
I undersigned below

Nama :
Name

NPM :
Student ID
Number

Tingkat / :
Semester
Level / Semester

Departemen :
Department

Program Studi : S1 Reg. / S1 Par. / S2 / S3, Mat / Fis / Kim / Bio / Geo / Kel / Bahan / Medis / Geologi /
Study Program Geofisika / Stat / Akt.
Reg. Bachelor / Par. Bachelor / Master / Doctor, Math / Phy / Chem / Bio / Geo / Mar /
Material / Medical / Geology / Geophysics / Stat / Act.

No. Telp/HP :
Phone Number

Alamat Email :
Email Address

Mengajukan permohonan agar dibuatkan transkrip nilai, untuk keperluan
.....

Submit the request to make the transcript for purposes

Demikian permohonan ini saya ajukan, atas perhatian dan bantuan yang Bapak berikan saya ucapkan terima kasih.



Thus I submit this request, for your attention and assistance, I say thank you.

Menyetujui :
Ketua Departemen/Kaprodi
Approving :
Head of Dept./Head of Study
Program

(.....)
NIP.
Employee ID Number

Depok,20 ...

Hormat saya,
Yours faithfully,

(.....)
NPM.
Student ID Number

Mengetahui :
Manajer Pendidikan
FMIPA UI
Knowing :
Manager of Education FMIPA UI

Rika Tri Yunarti, S.Si., M.Eng., Ph.D.
NUP. 030903195
Employee ID Number

Catatan:

- Pengajuan surat permohonan harus ditandatangani asli (bukan fotocopy) oleh Kadep/Kaprodi dan distempel Departemen
- Penyerahan formulir pengajuan surat di PAF sampai pukul 16.00 WIB.
- Surat dapat di ambil setelah 3-5 hari kerja (paling cepat 3 hari kerja dan paling lama 5 hari kerja)

Notes:

- *The application letter must be signed in original (not photocopy) by Head of Dept./Head of Study Program and stamped by the Department*
- *Submission of the application letter form at PAF until 16.00 WIB*
- *The letter can be picked up after 3-5 working days (minimum 3 working days and maximum 5 working days)*