**Ref: #18**

**Request for Changes**

**Dear Student,**

This form is intended for doctoral students under the following circumstances:

Leave of absence, change in subject of research, interrupted studies, request for exemption from courses and/or course recognition, etc.

**In the event of a request due to illness, military reserves, etc., please attach relevant documentation.**

**Please type your request on this form. Handwritten forms will not be handled**.

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To: Dean of the School of Graduate Studies**

**From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I.D. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Do you hold a President’s Scholarship: 🞏 Yes\***

**🞏 No**

**\*For requests for extensions/deferment/renewal, please apply directly to the President’s Scholarship offices.**

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_**\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Began doctoral studies in year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reason for Request:**

|  |  |
| --- | --- |
| 🞏 Extension for submission of a research Equivalent of MA thesis until \_\_\_\_\_🞏 Exemption from English studies🞏 Renewal of studies (after payment in the "Inbar")🞏 Recognition for courses studied🞏 Delayed submission of assignment🞏 Leave of absence🞏 Change in subject of research (indicate name of old & new)🞏 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 🞏 Extension in supplement courses\* until \_\_\_\_\_\_\_🞏 Exemption from second foreign language🞏 Exemption from courses\*\*🞏 Inter-school studies🞏 Submission for alternate exam date🞏 Exemption from course on Judaism🞏 Change/addition of Supervisor |

* **Extension for submission of dissertation must be submitted via the "Inbar".**

**\*Is this your first request for an extension?**  🞏 Yes

 🞏 No Number of prior requests for extension: 🞏

**\*\*Please attach your syllabus; official, original transcripts; and recommendation by Department Chair**

**Reasons for request:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Incomplete forms will be returned to sender and not processed.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Student’s signature

**Supervisor(s)' Recommendation: (In the event of a request for an extension/renewal, please note when the student will submit Proposal/Equivalent Paper):**

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**Date Supervisor(s)' Names Supervisor(s)' Signatures**

**Department Committee Chairman’s Recommendation:**

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 **Date Department Committee Chairman’s Name Department Committee Chairman’s Signature**

**(Internal Use)**

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**Resolution:**

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 **Date Dean Head of Ph.D Unit**

 **School of graduate studies School of graduate studies**