Signed on Date:\_\_\_\_\_\_\_\_(year)\_\_\_\_\_\_(month)\_\_\_\_\_\_(day)

Subject: PhD. candidate, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, of the Department of Materials Science and Engineering plans to apply for a PhD. Degree Examination and wishes for approval.

Explanation:

1. The PhD. Degree Exam Qualification Committee of the Department of Materials Science and Engineering has approved doctoral candidate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s application for the PhD. degree exam. The meeting record is as attached.
2. The following documents are attached:

 □ PhD. Degree Dissertation Examination Application

 □ Recommendation Letter from thesis advisor

 □ List of the PhD Degree Examination Committee Members

 □ Abstract and Draft of Dissertation

 □ Transcript

 □ Other(s):

1. After approval, please forward the documents to the Personnel Office for preparing the letter of appointment to the committee

Sincerest submission.

Assistive Offices: Office of Academic Affairs, Personnel Office (Secondary Assist)

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| --- |
| The \_\_\_\_\_ Decisive Action |
| Administrative Office 　Assistive Office 　　　　 Decisive ActionThesis advisor Section of Graduate Studies PresidentDepartment Chair Provost Dean of College Personnel Office |