**Layanan surat permohonan Penelitian Skripsi/Penelitian Tugas Akhir Karya Ilmiah:**

1. Mahasiswa mengajukan permohonan ke admin program studi;
2. Admin program studi memberikan form permohonan mahasiswa tersebut untuk dilengkapi (form terlampir) dan diserahkan kembali ke admin prodi;
3. Admin program studi mengirimkan permohonan ke Koordinator Layanan Akademik, Kemahasiswaan dan Alumni Fakultas Teknik;
4. Koordinator Layanan Akademik, Kemahasiswaan dan Alumni Fakultas Teknik meneriman dan mengirimkan ke BAKHUM untuk diproses;
5. Surat akan dikirimkan oleh pihak BAKHUM melalui email mahasiswa masing-masing yang tertera pada surat permohonan tersebut.

**Application letter for Thesis Research/Final Research:**

1. Students submit applications to the study program admin;
2. The study program admin provides the student application form to be completed (the form is attached), and students submitted back to the study program admin;
3. Study program admin sends an application to the Coordinator of Academic Services, Student Affairs and Alumni of the Faculty of Engineering;
4. The Coordinator of Academic Services, Student Affairs and Alumni of the Faculty of Engineering receives and sends it to BAKHUM for processing;
5. The letter will be sent by BAKHUM via each student's email listed on the application letter.

**PENELITIAN SKRIPSI / PENELITIAN TUGAS AKHIR KARYA ILMIAH**

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| Jenis Surat | : | **Penelitian Skripsi**  **Penelitian Tugas Akhir Karya Ilmiah** |
| Yth. (Tujuan Surat) | : | **………………………………………………………………………..** |
| Alamat Yth. (Tujuan Surat) | : | **………………………………………………………………………..** |
| N a m a | : | **………………………………………………………………………..** |
| Nomor Registrasi | : | **………………………………………………………………………..** |
| Program Studi | : | **………………………………………………………………………..** |
| Fakultas | : | **………………………………………………………………………..** |
| No. Telp/HP | : | **………………………………………………………………………..** |
| Email | : | **………………………………………………………………………..** |
| JUDUL Penelitan | : | **………………………………………………………………………..**  **………………………………………………………………………..**  **………………………………………………………………………..**  **………………………………………………………………………..**  **………………………………………………………………………..** |