

REQUEST FORM FOR AN EXTENSION OF THE DISSERTATION / LONG ESSAY DEADLINE**(FOR UNDERGRADUATE COURSES)***To be submitted to Home Faculty/Institute/Centre/School at least two weeks prior to the dissertation / Long Essay submission deadline.***Student Details**Full Name: _____
Last *First* *Student I.D / I.D Card No.*Course and
Year of Entry: _____

Date: _____ Signature: _____

Details of RequestReason for requesting an extension:
*(Please attach relevant documentation, if applicable)*_____
_____*Extension of up to six months requires the approval of the Faculty/Institute/Centre/School Board***Supervisor Details (if applicable)**

Full Name: _____

Recommendation by Supervisor:

Date: _____ Signature: _____

For Office Use ONLYExtension: Approved Not approved by F/I/C/S Board Date: _____ Extension of studies granted due to the pandemic (COVID-19) situationPeriod approved: *(eg: 3 months)* _____

Comments: _____

Original Submission deadline: _____ Extended Submission deadline: _____