

Mail Group Sending Request Form

Faculty / Department / Office

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Purpose.....

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Responsibility Person.....

Extension.....

Sender Email.....

Receiver Email (please specify)

Instructor

Staff

Undergraduate Student (Academic Year ex. u61- u64).....

Graduate Student (Academic Year ex. g61 - g64).....

PhD. Student (Academic Year ex. p61 - p64).....

Dean / Head Department

(_____)

Date ___/___/___