*All requests to the examination boards must be submitted via the web request form on the BMS examination boards website (*[*https://www.utwente.nl/en/bms/examboard/for-students/requests/*](https://www.utwente.nl/en/bms/examboard/for-students/requests/)*)*

*In your letter:*

*- clearly state what your request is and why you submit this request (well-founded)*

*- mention the rule(s) from the WHW, EER, PSP and/or R&R that apply to your specific request.*

*Submit all required attachments (see information on the website for each specific type of request).*

**SAMPLE LETTER**

***Mention all subjects between brackets [..]*:**

[Student surname and name]

[Student number]

[Name programme enrolled in]

E-mail address: [xxxx]@student.utwente.nl

[date]

Re: Request for [subject]

Dear members of the examination board,

I am a student from the [BSc/MSc] [programme]. I would like to request

[formulate clearly and well-founded what request you want to make,

mention study unit name and study unit code - and   
the reason why you are making this request (circumstances).   
If you have special/personal circumstances please mention that as well.]

I base my request on the rules in the [WHW / EER / R&R and/or PSP [of programme name] article [article number]:

[mention the rules found in the article].

Looking forward to receiving your decision,

Yours sincerely,

[Student name]