Required steps by a student to apply for a special request in a final exam

1- Login to your SIS account and then go to "My Services" then "Final exam special requests".

¢	My Services		
Student Services			
0	Request Certificate		
٥	Certificates Requests Status		
0	Courses Registration		
0	Tuition Fees Payment		
0	Tuition Fees Payment History		
0	Charge My Credit		
٥	Final Exam Special Requests		

2- Select the courses in which you have special requests

3- Select from "Request" what you want.

4- Write about your case and then upload your supporting documents.

Courses
Statics
Mathematics (1)
✓ Vibration and Waves
Business Administration
Report Writing & Communication skills
Request
noquoot
Select
Case
Supporting Documents
Choose Files no files selected

4- Finally press submit to send your request

Supporting Documents	
Choose Files no files selected	
ピ Submit	