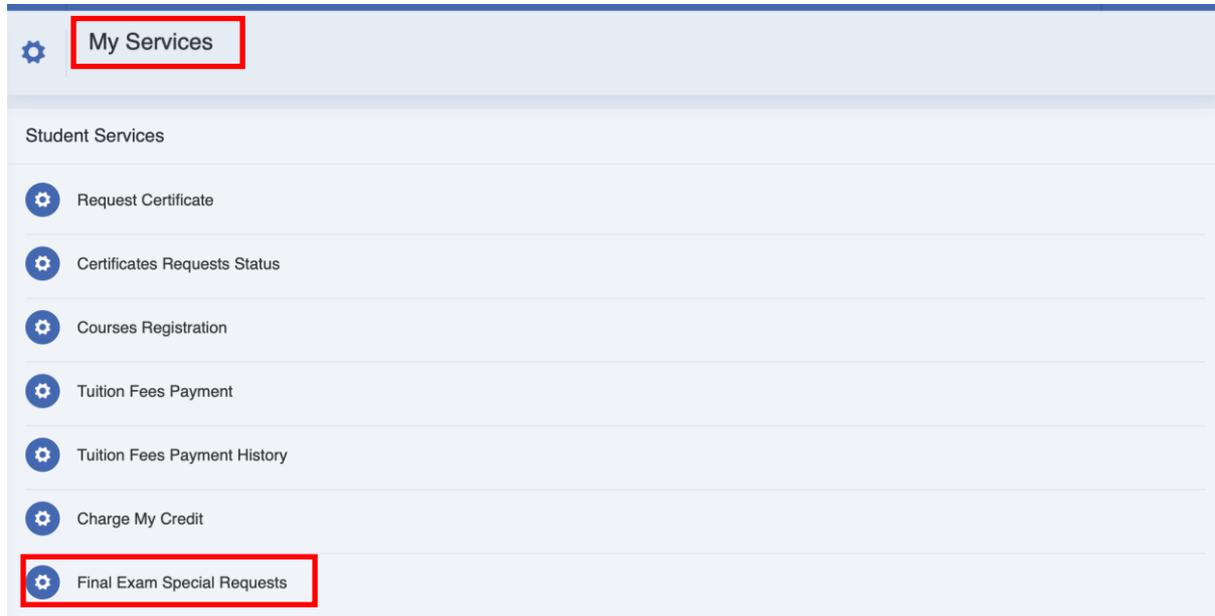**Required steps by a student to apply for a special request in a final exam**

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

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

Select ▲▼

Case

Supporting Documents

Choose Files   no files selected

4- Finally press submit to send your request

Supporting Documents

Choose Files   no files selected

☑ Submit