Bethlehem University

Print Shop

# **Final Exam Duplication Request**

***Important:***

Final exams ***must be typed*** and delivered to the Registrar Office **SIX WORKING DAYS** before the date of the exam. This will help balance the workload for Department secretaries, Printshop, and the registrar office.

Instructor’s Name: Department:

Course No: Section:

Today’s date: Date of exam:

Time of exam:

No. of copies needed: No. of original pages submitted:

Remarks:

### ***FOR Registrar Office USE ONLY***

Date: Time: Place:

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