



Transcript and Certification Letters Request Form

Student's Name: (Mr/Miss/Mrs./Title)Last name:.....

Degree: Doctoral Degree Plan 1 (2)/1.1 Plan 1 (1)/1.2 Plan 2 (1)/2.2 Plan 2 (2)/2.1
 Master's Degree Plan A (1)/A1 Plan A (2)/A2 Plan B
 Diploma

Degree Awarded:

Program: Regular Program Special Program Golden Jubilee Program
 Regular Program (International) Special Program (International)

Student's ID No.: Major Field: (Major Field Code:))

Subject Group (if any): Department:

Minor Field (if any): Campus:

Semester/Year of Admission:/..... Contact Phone No.:

Thesis status: to be submitted submitted on

The University Council Approval pending Approved since:/...../.....

Date of birth:/...../.....

Wishes to Obtain:

1. Transcript:Copies

- 1.1 After Approval by the University Council (For Students who Graduated before the First Semester 2003)
- 1.2 Transferred Credit Transcript Due to:
 - 1.2.1 Current Transcript
 - 1.2.2 Before Approval by the University Council
 - 1.2.3 After Approval by the University Council

2. Certification:copies

- 2.1 Certification of Graduate Student Status
- 2.2 Certification of Graduate Program Completion, Graduation Approval Pending
- 2.3 Certification of Graduation (Your Name Must be Listed on the Graduation Name List)
- 2.4 Other certification (to be Submitted together with General Request Form Stating Purpose of Certification)

3. Translation of Degree / Diploma:Copies (Attach a Copy of Degree/ Diploma and Photograph)

Student's Signature: **Date:**/...../.....

Notes: 1. Two photographs (1" or 2") required for each copy. Only photos with proper attire are accepted.

For items 1.2.1, 1.2.2, 2.1 and 2.4 no photograph is required.

2. If more than one item is required, use a separate request form for each item.

3. Pay the required fee at the Finance Section before proceeding to submit your request at the Academic Services Section.

Fees: 20 baht per copy for items 1 and 2, and 30 baht for item 3.

(Students who started studying before 2004 must pay 15 baht for items 1 and 2, and 20 baht for item 3).