



# Request for changing student's status

Received No.....
Date ...../...../.....
Recipient .....

Date ...../...../.....

**Subject:** Request for changing student's status.

**Dear** Director, Office of the Registrar,

I (Mr. / Mrs. / Miss/ Ms.).....

student code 

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 curriculum .....program of study.....group .....

a student of  regular program  others .....

type of degree  four years  five years  others .....

current address .....

postal code.....phone no. ....

would like to change the status to be  non-regular (SAT-SUN)  non-regular (FRI-SUN)

others .....

because .....

Documents attached as follows:

Recommendation letters from the organization (if any)

Others.....

For your consideration.

Yours sincerely,

Signed .....

( .....

<p>① Advisor's opinions</p> <p>.....</p> <p>.....</p> <p>Signed .....</p> <p>...../...../.....</p>	<p>③ Dean's opinions .....</p> <p>.....</p> <p>.....</p> <p>Signed .....</p> <p>...../...../.....</p>	<p>⑤ Fee paid at finance</p> <p>amount.....</p> <p>receipt no.....</p> <p>Signed .....: Officer</p> <p>...../...../.....</p>
<p>② Head of Program's opinions</p> <p>.....</p> <p>.....</p> <p>Signed .....</p> <p>...../...../.....</p>	<p>④ Office of the Registrar's consideration</p> <p>.....</p> <p>( ) Approved ( ) Disapproved</p> <p>Signed .....</p> <p>...../...../.....</p>	<p>⑥ New student's code issued by the office</p> <p>Code .....</p> <p>Password .....</p> <p>...../...../.....</p>

Date appointed for results ...../...../.....

Request for changing student's status. Received no. .... Date appointed for result ...../...../.....

Signed .....: Officer

...../...../.....

(Please present this for following up the results)