



Request for transferring to a new program

Received no.
Date/...../.....
Recipient

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

Subject: Request for transferring to a new program

Dear Director, Office of the Registrar,

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

student code

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 curriculumprogram 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 request for transferring to a new program in the following.

former program faculty

new program faculty

Information supportive to consideration

1. Accumulated GPA until the semester of request (Not less than 2.00)

2. Major courses of a new program and grading results (at least B)

2.1 Course code Course title grade

2.2 Course code Course title grade

Documents attached: Transcript

For your consideration.

I certify that all information above is true to the best of my knowledge.

Signed

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① Advisor's opinions Signed/...../.....	③ Dean of former faculty's opinions Signed/...../.....	⑤ Dean of new faculty's opinions Signed/...../.....	⑦ Fee paid at finance Amount..... Receipt no..... Signed: Officer/...../.....
② Head of former program's opinions Signed/...../.....	④ Head of the new program's opinions Signed/...../.....	⑥ Office of the registrar's consideration () Approved () Disapproved Signed...../...../.....	⑧ Request approved by Office of the Registrar New program..... Group...../...../.....

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

Request for transferring to a new program. Received no. Date appointed for results/...../.....

Signed: Officer

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

(Please present this for following up the results)