



Request for transferring grading results / course exemption

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

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

Subject: [] Transferring grading results [] Course exemption

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 [] non-regular (SAT-SUN) [] non-regular (FRI-SUN) [] others.....

type of degree [] four years [] five years [] continuing program [] others

current address

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

would like to request for [] transferring grade results [] course exemption credits

From university / institute of

Reasons for leaving

Documents attached:

- [] Student report form
- [] Course description (in case of requesting for transferring grade results from other institutes)
- [] Name/ surname change official documents (in case of different names)

For your consideration.

Yours sincerely,

Signed
(.....)

<p>① Advisor's opinions</p> <p>.....</p> <p>.....</p> <p>Signed : Advisor/...../.....</p>	<p>③ Financial department</p> <p>fee paid amount Baht</p> <p>book no.</p> <p>Signed : Officer/...../.....</p>
<p>② Office of the Registrar's consideration</p> <p>.....</p> <p>Approved</p> <p>() Transferringcredits</p> <p>() Exempting credits</p> <p>Signed : Director/...../.....</p>	<p>④ Sent to Office of the Registrar</p> <p>Signed : Officer/...../.....</p>

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

Request for transferring grading results / course exemption. Received No.Date appointed for the results/...../.....

Signed: Officer
...../...../.....

(Please present this for following up the results)

