



Request for academic documents

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

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

Subject: Request for academic documents

Dear Director, Office of the registrar,

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

Name in English (*Block letter*) Mr. / Mrs. / Miss / Ms

Date of birth: date..... month..... year..... student code

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Program / Major, track.....group

Level certificate diploma associate's degree 4 year undergraduate 5 year undergraduate

2 year undergraduate graduate certificate master degree doctorate degree

others regular non-regular (SAT-SUN) non-regular (FRI-SUN)

Graduated on : date..... month..... year..... not graduated

current address postal code.....

home tel no..... mobile no.....

prior academic qualification abbreviation in Thai abbreviation in English.....

would like to request for

- certification of studentship Transcript grading results
- certification of academic qualification degree certificate associate's degree certification
- certificate academic testimonial

in a version of Thai.....copies Englishcopies

For your consideration.

Yours sincerely,

Signed

(.....)

<p>1. Fee paid at Finance</p> <p>amount.....baht book no.....no.....</p> <p>Signed..... : Officer</p> <p>...../...../.....</p>	<p>2. Office of the Registrar's consideration</p> <p>.....</p> <p>Signed..... : Registrar</p> <p>...../...../.....</p>
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Please present this slip for further contact with the ID card of the one making the request (not of the representative)

I Mr. Mrs. Misssurname..... student code.....

program / major requested for..... fee paid.....baht

in a version of Thai English Requested date Date to receive.....

If not contacting within 3 months, new request to be made.