



Request Form for Retaining Student Status (Graduate Student)

Subject: To request a certificate

Student ID

To: Registrar

Tel.

| | | | | | | | | |
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Name Mr. / Mrs./Miss.....

Type of Study ☐ Full-time ☐ Part-time/ Special Course

Faculty.....**Major**.....

Person to notify (Mr. / Mrs./Miss).....**Related**.....**Tel.**.....

I would like to retain a student status in semester..... Academic year..... Due to being in the process

- of the thesis:
- | | |
|---|---|
| <input type="radio"/> Writing thesis chapters 1-3 | <input type="radio"/> detailed examination in/...../..... |
| <input type="radio"/> Collecting data | <input type="radio"/> Analyzing data |
| <input type="radio"/> Writing thesis chapters 4-6 | <input type="radio"/> oral examination in...../...../..... |

I hereby register the thesis in the semester..... Academic year.....

Signature.....Applicant

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

| Procedure for Approval |
|--|
| 1. Advisor's Comment |
| <p>Considered by.....Advisor</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved because</p> <p style="text-align: right;">Signature.....Advisor</p> <p style="text-align: right;">Date...../...../.....</p> |
| 2. Registration Department |
| <p>Recorded Semester.....Academic year.....</p> <p style="text-align: right;">Signature.....Registrar</p> <p style="text-align: right;">Date...../...../.....</p> |
| 3. Financial Department |
| <p>Student paid the fee for retaining student status..... Baht The receipt No.Vol.</p> <p style="text-align: right;">Signature.....Financial officer Date...../...../.....</p> |

Procedure for submission the request: Students complete the request form carefully ➡ Submit to the advisor ➡
 Submit the request form to the registration department for check ➡ Submit the request form at the
 financial department and paid the fee