Registration Request Form
For Non-Credit (AUDIT)

Subject Request to register for non-credit courses (AUDIT)

Student ID No.

To Registrar

Phone No.

Name (Mr./Miss/Mrs.)...

Faculty... Department/Field of Study...

Student Level ☐ Undergraduate ☐ Graduate ☐ Diploma **Student Type** ☐ Regular ☐ Special/Irregular

Request to register for non-credit courses (AUDIT) **Semester**.......... **Academic Year** .... **for the courses listed below**

For your consideration

(Signature)... Petitioner

Date (DD/MM/YYYY) ..../................./...........

** To audit, students must be approved to do so before their registration each semester

Opinion/Approval Process

1. Student Advisor's Opinion

Name ....as the advisor of the petitioner

☐ Approved for Auditing ☐ Rejected; Reason..

(Signature) .... Student Advisor   Date (DD/MM/YYYY) ..../................./...........

2. Instructor's Opinion : Students must have no less than 80 percent of the total study time for that course as well as satisfied Instructor's specified criteria. Only then, the academic results will be recorded as AUD on the transcript.

Course No.	Group	Course Name	Approval (For Instructor)	ลงนามผู้สอน
			☐ Approved ☐ Rejected	
			☐ Approved ☐ Rejected	
			☐ Approved ☐ Rejected	
			☐ Approved ☐ Rejected	
			☐ Approved ☐ Rejected	

3. Head of the Academic Department (Dean/Director)	4. Student Registration and Educational Service
Considered and ☐ Approved ☐ Rejected; Reason... (Signature) .... (Dean/Director) Date (DD/MM/YYYY) ..../................./...........	Auditing request successfully processed (Signature) .... Registrar Date (DD/MM/YYYY) ..../................./...........

Procedure Steps

Fill in all the information → Fill in course list for auditing →

Submit the form to advisor to sign → Submit the form to instructor for approval → Submit form to petitioner's faculty →

Faculty receive form for dean/director to consider and sign → Collect signed form and submit to the registrar →

Retrieve the form and pay fees at the finance department → Return form to the registrar after fee is paid and form is signed