Transcript Request (Alumni)

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| **Student ID No.** |  |
| **Phone No.** | 0 |

Subject Transcript Request

**To** Registrar

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

**Faculty**…………….....………..............................................…………… **Department/Field of Study**..................................................................

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

**Procedure Steps**

Fill in all the information → Pay fees at the finance and property department → Submit form at the registrar

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| **1. Type(s) of Transcript Requested** | |
| Pre-Graduate (50 THB per Copy)  🞏 Thai …………………………………Copies  🞏 English …………………………………Copies | Post-Graduate (100 THB per Copy)  🞏 Thai …………………………………Copies  🞏 English …………………………………Copies |
| **2. Finance and Property Department** | **3. Registrar** |
| Fee(s) paid for ……………………….…………………….copies  for........................THB; Receipt Book……..............No................  (Signature) .............................................. Finance Officer Date (DD/MM/YYYY) ........../................./............. | **Signed**  (Signature) .............................................. Registrar |

 Request for Replacement form of Qualitfication Certificate/

English Qualification Certificate

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| **Student ID No.** |  |
| **Phone No.** | 0 |

Subject Request for Replacement form of Qualitfication

Certificate/English Qualification Certificate

**To** President of the University

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

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

Student Level 🞏 Undergraduate 🞏 Graduate 🞏 Diploma Student Type 🞏 Regular 🞏 Special/Irregular

**Form(s) requested**

🞏 Replacement form of Qualification Certificate ......................copies (200 THB per copy)

🞏 English Qualification Certificate .......................copies (200 THB per copy)

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| **1. Finance and Property Department** | **2. ความเห็นนายทะเบียน** |
| Fee(s) paid for  🞏 Replacement form of Qualification Certificate  .............................. copies (200 THB per copy)  🞏 English Qualification Certificate  .............................. copies (200 THB per copy)  Receipt Book No. ............... No. ...............  Signature.............................................. Finance Officer  Date (DD/MM/YYYY) ........../................./............. | **For Consideration and Signage**    Signature.......................................... Registrar  Date (DD/MM/YYYY) ......../........../.............. |
| **3. Relevant Authority** | |
| 🞏  **Approved/Signed**  Signature ..............................................  (Associate Professor Dr. Natthaphong Jitnirat)  President of the University  Date (DD/MM/YYYY) ........../.........../............. | |