Student Status Maintenance Request Form

(Graduate Student)

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

**Subject** Request to Maintain Student Status

**To** Registrar

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

**Student Type** 🞏 **Regular** 🞏 **Irregular** **Faculty**………….........................**Department/Field of Study** ……...........….….....….........

**Alternate Contact Information (Mr./Miss/Mrs.)** ..........................................**Relationship**...................**Phone No.**...........................

Request to Maintain Student Statusfor **Semester**..........**Academic Year** ................ **due to** thesis/dissertation/independent study being in the process of ⭘ Arranging Chapter 1-3 ⭘ Having Structural Evaluation on ........Month............Year...........

⭘ Data Collection ⭘ Data Analysis

⭘ Writing Chapter 4–5 ⭘ Having an Oral Exam ........Month............Year...........

In this regard, I have registered my thesis as of semester ................................ year........................................

(Signature)….................………………………. Petitioner

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

**Procedure Steps**

Fill in all the information → Submit the form to advisor/thesis supervisor to consider and sign →

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

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| **Opinion/Approval Process** |
| **1. Student Advisor’s/Thesis Supervisor’s Opinion** |
| Name .....................................................................................................as the advisor of the petitioner  🞏 Approved 🞏 Rejected; Reason..................................................................................................................................  (Signature) .............................................. Student Advisor  Date (DD/MM/YYYY) ........./................/........... |
| **2. Student Registration and Educational Service** |
| Student status as of semester.................. Academic Year ......................... is now successfully maintained  (Signature) .............................................. Registrar  Date (DD/MM/YYYY) ........./................/........... |
| **3. Finance and Property Department** |
| Fees paid for...................THB Receipt Book No. ..................... No. ........................  (Signature) ........................................... Department Personnel  Date (DD/MM/YYYY)............/.............../.............. |