

Date..... Month Year.....

Dear Director of Academic Support Center and Registration Bureau

I (Mr./Mrs./Ms.)

Student ID..... DepartmentFaculty.....

Cum. GPA..... Program Regular Non-Regular Number of credits from registration total....
credits would like to

request for changing in.....Program Regular Non-Regular
reason for changing because.....

*** **Remark** Student must print a school-record from the system and show to ASCAR staff

Please be informed accordingly

Sincerely yours,

Signature.....

Mobile phone/Tel.....

① Advisor / Head of Department (Old Department)	② Curriculum Instructor / Head of Department (New Department)
<input type="checkbox"/> Deserve to change Field of Study <input type="checkbox"/> Don't deserve to change Signature Advisor (.....) / / <input type="checkbox"/> Deserve to change Field of Study <input type="checkbox"/> Don't deserve to change Signature Head of Department (.....) / /	<input type="checkbox"/> Admitted to study <input type="checkbox"/> Not admitted to study
③ Associate Dean of Academic Affairs	④ Dean
<input type="checkbox"/> Approve to change Field of Study <input type="checkbox"/> Disapprove Signature Associate Dean of Academic Affairs (.....) / /	<input type="checkbox"/> Approve to change Field of Study <input type="checkbox"/> Disapprove Signature Dean (.....) / /
⑤ Academic Support Center and Registration Bureau	⑥ Division of Finance Staff
Verify student information that meets the criteria (verify before payment) <input type="checkbox"/> meet the criteria <input type="checkbox"/> don't meet the criteria Signature Staff (.....) / /	<input type="checkbox"/> Changing Department Fee amount 500 Baht Receipt book no..... No..... Signature (.....) / /
⑦ Academic Support Center and Registration Bureau	

<input type="checkbox"/> Approve to proceed changing Field of Study <input type="checkbox"/> Disapprove to proceed changing Field of Study Signature Deputy Director (.....) / / Signature Director (.....) / /	<input type="checkbox"/> New Student ID. <input type="checkbox"/> Record student profile in a new department <input type="checkbox"/> transfer study result amount..... courses.....credits Cum. GPA..... Signature / /
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1. Process for changing Fields of Study

Student meet the advisor ➡ former Head of Department ➡ recent Head of Department and Curriculum Committee, Associate Dean of Academic Affairs ➡ Dean ➡ ASCAR ➡ Division of Finance ➡ ASCAR

2. Criteria for changing Fields of Study within the Faculty to which the student is affiliated.

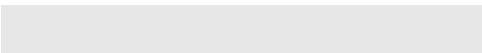
2.1 Student who would like to change their Fields of Study must have at least 1 semester of study results with a total registration result of not less than 18 credits and a result of registration in the professional section of not less than 2 subjects.

2.2 Student who would like to change their Fields of Study must be considered and approved by an advisor, former Head of Department, recent Curriculum Committee and Head of Department, Associate Dean of Academic Affairs, and the Dean of the Faculty which students is affiliated.

2.3 Student who would like to change their Fields of Study, there will be a fee cost 500 baht for changing.

3. Fields of Study changing can be done once during the study period and it is not a reason to extend the study period more than twice of the study plan. According to the curriculum except the summer semester from the date of registration as a student of Rajamangala University of Technology Krungthep.

4. Student who study in Non-regular program cannot transfer to Regular program



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