



Request for Certificate/Academic report
(Intended For Current Student)

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

Dear Director of the Office of Academic Promotion and Registration

I(Mr./Mrs./Ms.).....Student ID.....

Name-

Surname.....Major.....

FacultyProgram [] Regular [] Non-Regular

Aim to: [] Case **1 Request a Certificate** [] Current student

[] Waiting for the council to approve

(Student completed all courses)

[] Obtain for a job

[] Continue education

[] Other specify.....

document and number of copies

[] Request a document in Thai for copy/files

[] Request an English document for copy/files

Aim to: [] Case **2 Request for Transcript/Academic Report**

[] Obtain for a job

[] Continue education

[] Other specify.....

document and number of copies

[] Request a document in Thai for copy/files

[] Request an English document for copy/ files

Signature.....

Mobile phone/Tel.....

E-mail address.....

1. Only for Financial officers	2. Staff of the Office of Academic Promotion and Registration
<p>[] The certificate costs 50 baht forcopy: Total paid</p> <p>[] The cost of the Transcript is 50 baht for 1 copy: Total paid</p> <p>Receipt Book NumberNo.....</p> <p>Signature.....</p>	<p>[] Staff of the office of Academic Promotion and Registration.....</p> <p>Make an Appointment.....</p> <p style="text-align: right;">Signature.....Received</p>
	3. For Student
	<p>Signature.....Received</p> <p>date.....</p>

