



SIAM UNIVERSITY
REQUEST FORM

เลขที่คำร้อง.....
วันที่

Date..... MonthYear.....

To : Registrar

Name Mr./Mrs./Ms..... Surname

Faculty..... Major Day Time Night Time

Student ID. No [] [] [] [] [] [] [] [] [] [] Date of Birth..... Place of Birth.....

Address.....

..... Telephone No.....

I would like to request for : []

For.....

Reason.....

Please consider this request.

Student's Signature.....

Table with 6 columns for signatures: 1. Registration office, 2. Advisor/Instructor, 3. Head-department, 4. Dean/Director, 5. Registrar/ Librarian, 6. President

(For Staff only)

วันที่ยื่นคำร้อง.....

เลขที่รับเรื่อง.....

ชื่อ-นามสกุล.....

เลขทะเบียน [] [] [] [] [] [] [] [] [] []

ลำดับที่ให้ดำเนินการ []

ลงชื่อผู้รับเรื่อง.....

(นัดให้มาฟังการพิจารณาคำร้อง ภายหลัง 7 วันทำการ โดยให้นักศึกษานำเอกสารส่วนนี้มาแสดงด้วยทุกครั้ง)

Unit 1 Documentary

- 1.1 Certificate for Siam University Council approval.....Copy(s)
- 1.2 Certificate for graduate.....Copy(s) (English Version)
- 1.3 Certificate for student’s status.....Copy(s) (Thai Version)
- 1.4 Certificate for student’s status.....Copy(s) (English Version)
- 1.5 Finish all courses and submitting to the committee of Siam University Council.....Copy(s)
- 1.6 Transcript of records
 - 1.6.1 Studying
 - Official transcript
 - English Version.....Copy(s)
 - Unofficial transcript
 - English Version.....Copy(s)
 - 1.6.2 Graduated
 - Official transcript
 - English Version.....Copy(s)
 - Unofficial transcript
 - English Version.....Copy(s)

BW	GP	ID/P	TR	M
1	1			50
	1	1		50
1		1		50
1		1		50
1		1		50
				10
	2	1		50
				10

* BW = Black and white photo, G.P. = Graduate photo, ID/P = copy of identification card/passport, TR = Transcript of record, M = Money

Unit 2 Status

- 2.1 Take leave in semester.....academic year.....
- 2.2 Resigned
- 2.3 Continuing status
- 2.4 Attend for Commencement in semester.....Year.....

BW	GP	ID/P	TR	M
				200
			1	
			1	

Unit 3 General

- 3.1. Change major from.....to..... year.....
- 3.2. Check papers for examination in subject..... Instructor.....
- 3.3. Take registration over university’s limit
- 3.4. Late registration
- 3.5. Request for grade exchange
 - 1. Course No..... Course Title.....instructor.....from..... to.....
 - 2. Course No..... Course Title.....instructor.....from..... to.....
- 3.6. Others (Indicate).....