



Request Form for Certificates

Dear Director of Center for Educational Services

I, (Mr. / Mrs. /Miss) _____ Student ID _____

Academic system ☐ Trimester ☐ Semester-International ☐ Trimester-International

Level of Study ☐ Diploma ☐ Bachelor's Degree ☐ Postgraduate Studies Majoring in _____

School of _____ would like to request for the following documents ;

1. Current Student	<input type="radio"/> Certificate of Student Status <input type="radio"/> Certification of Graduation Expectation <input type="radio"/> Transcript <input type="radio"/> Academic result notification for the semester ____ / ____	<input type="checkbox"/> Thai ____ copy(ies) <input type="checkbox"/> Thai ____ copy(ies) <input type="checkbox"/> Thai ____ copy(ies)	<input type="checkbox"/> English ____ copy(ies) <input type="checkbox"/> English ____ copy(ies) <input type="checkbox"/> English ____ copy(ies)
Purpose for the usage (please specify the reason) _____			
2. Retired student	<input type="radio"/> Transcript	<input type="checkbox"/> Thai ____ copies <input type="checkbox"/> English ____ copies	
3. During the consideration of graduation	Graduation approval is under consideration of the university council <input type="radio"/> Certificate of Graduation <input type="radio"/> Transcript	<input type="checkbox"/> Thai ____ copy(ies) <input type="checkbox"/> Thai ____ copy(ies)	<input type="checkbox"/> English ____ copy(ies) <input type="checkbox"/> English ____ copy(ies)
4. Graduation	<input type="radio"/> Certificate of Graduation <input type="radio"/> Transcript <input type="radio"/> Copy of Degree Certificate	<input type="checkbox"/> Thai ____ copy(ies) <input type="checkbox"/> Thai ____ copy(ies) <input type="checkbox"/> Thai ____ copy(ies)	<input type="checkbox"/> English ____ copy(ies) <input type="checkbox"/> English ____ copy(ies) <input type="checkbox"/> English ____ copy(ies)
(Copy of Degree Certificate issuing in English is only for the students who completed the degree since 2013)			
5. Other certificates (please specify the certificate that you require or attach an example)	<input type="checkbox"/> Thai ____ copy(ies) <input type="checkbox"/> English ____ copy(ies) _____ _____		

I will obtain the documents

☐ in person at the Center for Educational Services

☐ by post (Issuance fee 50 Baht per copy, postage 45 Baht. For foreign students, the postage will be charged according to the oversea distance) Please specify the address at the back page of this document.

Student's Signature _____

(_____)

Date _____

Remark : In case of any inquiries about this request, I can be contacted at Tel. _____

<p style="text-align: center;">❶ Finance and Accounting Office (Pay at Government Savings Bank Walailak University Branch)</p> <p>already received the fee for - Certificate Fee _____ Baht - Postage _____ Baht</p> <p>Refer to the receipt no. _____ / _____ Date _____</p> <p>Signature _____ (_____)</p> <p>Date _____</p>	<p style="text-align: center;">❷ Educational Services Officer</p> <p>Verified the student's record and found that he/she</p> <p><input type="checkbox"/> is current student <input type="checkbox"/> graduated in the semester ____ / ____</p> <p><input type="checkbox"/> is a retired student since the semester ____ / ____</p> <p>Signature _____ (_____)</p> <p>Date _____</p>
<p style="text-align: center;">❸ Director, The Center for Educational Services</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved, reason _____</p> <p>Signature _____ (_____)</p> <p>Date _____</p>	<p style="text-align: center;">❹ Educational Services Officer</p> <p>Signature _____ Payer Signature _____ Payee (_____) (_____)</p> <p>Date _____ Date _____</p>

In case of sending the certificates by post, please specify the address with a proper handwriting
(put hyphen -- in non-applicable fields)

Name of Receiver _____

House No. _____ Village No. _____ Sub-road _____ Road _____

Sub-district/Sub-area _____ District/Area _____

Province _____

Postal Code _____ Country _____ Country code _____

Telephone no. _____