

**** Please print. ****

Mr./Mrs./Miss.

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Name-Last Name in English (Block Letters)

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Name-Last Name in Thai

Student ID

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 Associate Degree Bachelor Degree

School Major

 Day Program Afternoon Program Transferring School/Department Transfer Program Transfer

National ID

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Passport No.

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(International Students Only)

 For graduation in First Semester Second Semester Summer Session Academic Year _____

Number:	District:
Mooban/Build:	Province:
Moo:	Post Code :
Soi:	Country:
Street:	Phone:
City:	Mobile Phone:
E-Mail:	

Graduation Documents Delivery (Please check in that describes your agreement)

- I allow the Records Division to deduct my damage deposit for mailing service.
- I do not allow the Records Division to deduct my damage deposit for mailing service.

Remark: 1. Please to notify your bank account number in URSA Online

2. Please be informed that, for students graduating in the Semester 1 of Academic Year 2020 onwards, there is no need to send photographs of the student wearing an academic gown and hood for an issuance of the certificate of graduation. A new version of the Certificate of Graduation will bear no picture of the graduating student.

Records Division will deliver the graduation documents, including one copy of the Transcript and one copy of the Certified Letter of Graduation (English version), to the graduates by post. The mail service fee will be deducted from your damage deposit. Delivery of the documents will be made after the end of the University's Board of Trustees meeting. (For foreign students, the one copy of the Certified Letter of Graduation will only be the English version.)

Fees for Mail Service

- Transcript	40 Baht (40 Baht per copy)
- Certified Letter of Graduation	20 Baht (20 Baht per copy)
- Domestic Delivery (EMS) Fee	40 Baht
<u>Total (Domestic Delivery)</u>	<u>100 Baht</u>
- International Delivery (registered post)	300 Baht
<u>Total (International Delivery)</u>	<u>360 Baht</u>

Student's signature _____ / /