



****** For current students only ******

Processing time is 3 working days (Not include the submitted date)

Name (Ms. / Mr.) _____ Student ID

Mobile Phone _____ Please choose the kind of document :

Description	Fees	No. of copies	Reason
<input type="checkbox"/> Grade Report	<input type="radio"/> 50 Bath (White-Black) <input type="radio"/> 100 Bath (Color)	_____copies	<input type="radio"/> Test Application <input type="radio"/> Apply for Scholarship <input type="radio"/> Job Application <input type="radio"/> Internship
<input type="checkbox"/> Student's Confirmation Letter	<input type="radio"/> 50 Bath (White-Black) <input type="radio"/> 100 Bath (Color)	<input type="radio"/> Thai _____copies <input type="radio"/> Eng. _____copies	<input type="radio"/> VISA(Travel / Work &Travel / Summer Study) at _____ Period of time _____
<input type="checkbox"/> Expected Graduate's Confirmation Letter *** for 4th Year student ***	<input type="radio"/> 50 Bath (White-Black) <input type="radio"/> 100 Bath (Color)	<input type="radio"/> Thai _____copies <input type="radio"/> Eng. _____copies	

<input type="checkbox"/> ICT Student Card	150 Bath	<input type="radio"/> Lost <input type="radio"/> Damaged (need to return the damaged card) <input type="radio"/> Expired (need to return the expired card)
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For official use only

Receiver _____ Amount _____ Baht

Date _____ Receipt No. _____

Normal Urgent _____

Signature _____
_____ / _____ / _____

(For Students) Case filed after office hours

The counter staff received the request form and fee payment Date _____

Name (Ms. / Mr.) _____ Student ID

Document	Fee (Baht/copy)	No. of copies	Total (Baht)
Grade Report	<input type="radio"/> 50 Bath (White-Black) <input type="radio"/> 100 Bath (Color)		
Student's Confirmation Letter	<input type="radio"/> 50 Bath (White-Black) <input type="radio"/> 100 Bath (Color)		
Expected Graduate's Confirmation Letter	<input type="radio"/> 50 Bath (White-Black) <input type="radio"/> 100 Bath (Color)		
ICT Student Card	150 Bath		
Total Fees			



Receiver _____

Date _____