Office use only

Request no. ………………
Received ...... / .... / ....

GENERAL REQUEST FORM

Written at ……………………………………
Date: ……………………..…..……………

Subject: …………………………………………………………………………..

Dear Dean of Faculty of Science,
(via ☐ Deputy Dean for Education ☐ Deputy Dean for Corporate Communication and International Relations
☐ Assistant Dean for International Program ☐ ……………………………………………………….)

Enclosure: ○ Document(s) enclosed   ○ No document(s) enclosed

I am (Mr./ Miss) ………………………………………………………………………………….

☐ Undergraduate student in: ○ Biomedical Science   ○ Bioresources and Environmental Biology

○ Materials Science and Nano Engineering   ○ Bioinnovation

○ Chemical Innovation and Technology   ○ Others (please specify) ………………

Student I.D. ☐☐☐☐☐☐☐

Faculty/ Institute …………………………………..Year ……………….. Program …………………………………

Advisor's name: …………………………………………………..

Currently studying in semester …………… Academic year ……………

Current credit enrolled: ………………….... credits

Cumulative GPAs: ……………………………….

Student's contact information:
Mobile phone no.: …………………………………
E-mail: ……………………………………………

I would like to ………………………………………………………………………………………………

………

Reason(s) for the request (please specify): ………………………………………………………………...

………

If there are additional reasons for the request- please write on page 2.

……………………………… (Student's signature)
(……………………………..) (Student)

PROCESS FLOW

☐ **(1)** (Advisor/ Director of International B.Sc. Program's comment)

……………………………………………………………

Signature …………………………
(………………………….…)
Date ……/……../……

☐ **(5)** Dear ○ Deputy Dean for Education
○ Deputy Dean for Corporate Communication and International Relations
○ Assistant Dean for International Program
○ ………………………………………….

………………………………………………………….……………..

Signature ………………………………….
(……………………………..…)
Head of Department/ School of ……………...……
Date ………/………./……...

☐ **(2)** (Head of Department/ School's comment)

……………………………………………………………

Signature …………………………..
(………………………………...)
Date ……./……./……

☐ **(6) For Dean**
☐ Approved   ☐ Disapproved
………………………………………………………..

Signature …………………………………
(Assoc. Prof. Prasit Suwannalert, Ph.D.)
Dean of Faculty of Science
Date ……./……./……..

☐ **(3) For officer**
Request form and enclosure(s) reviewed and checked by the officer
Signature ……………..………………
(…………………………..)
Date ……./…....../……...

☐ **(4)** Dear ☐ Dean of Faculty of Science
☐ Head of Department/ School of …………………

………………………………………………………

Signature …………………………………
(………………………………….)
○ Deputy Dean for Education
○ Deputy Dean for Corporate Communication and International Relations
○ Assistant Dean for International Program
○ …………………………………….
Date ……./……./……...

☐ **(7) For student**
I acknowledge receipt of final decision on my request. I will also inform my advisor of the decision at once.

Student's signature …………………………
(……………………………)
Date ….../……./…….

Remark: This form can be used for a *request permission to register courses in less than 9 credits and more than 22 credits, name-surname change, course registration change/ subject title correction and others.*

ADDITIONAL REASONS OF THE REQUEST …………………………………………………………………………………………
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