

Transcript Request Form

FORM AR-01

Name Ms./Mr.	ID No	Nationality	
Major Minor	Date o	f Birth	I / YYYY
Student's Mobile Number	E-Mail		
<u>Note</u>			
- It takes 3 working days to process after submitti	ng the form at Finance U	Jnit. (Not include	the
submitted date)			
- Please collect the document at Registrar Unit: OAA, Aditayathorn Building 3rd floor: Room 348.			
- If students cannot collect the document in person and do not request to get the document by mail,			
they must authorize a representative to do so.			
Please tick in the box for the document(s) you would like to request, also the number of copy:			
Type of document	Fees	No. of copies	Total(Baht)
Official Transcript :			
One Official Transcript	100		
Four Official Transcripts (a package)	250		
Postage & Handling Fee: Domestic Mail (100 Baht) International Mail (300 Baht)			
Fill in this part with the BLOCK LETTERS carefully, if you would like us to send you the document by post.			
Please send to:			
Name (and/or position)			
Name (and/or position)			
Address			
Zip Code			
Signature	Date	Total Fees	
🗖 จัดส่งพร้อม Certificate (กรณีนักศึกษาขอ Certificate ด้วย) 🔲 รอระบุวันที่จบ			