

**ASSUMPTION UNIVERSITY**  
**OFFICE OF THE UNIVERSITY REGISTRAR**  
**ID CARD PETITION**

**R.21**

Due Date.....  
(STAFF)

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**INSTRUCTIONS** : See reverse side

ADMISSION NO.

<input type="checkbox"/>	<b>Mr.</b>		
<input type="checkbox"/>	<b>Ms.</b>	First Name in English (BLOCK CAPITALS)	
<input type="checkbox"/>	<b>Mrs.</b>	Last Name in English (BLOCK CAPITALS)	
<input type="checkbox"/>	<b>Other</b>		
<b>Faculty</b> .....		<b>Major</b> .....	

**SUBSTITUTION** (฿ 200)

**LATE RENEWAL** (฿ 100)

For temporary use

Please attach one 1" photograph for ID Card late renewal **(with Au uniform only)**

**Pay fee at the Office of Financial Management and submit receipt and documents at Office of the University Registrar, WINDOW 7, Hua Mak Campus or SM116, Suvarnabhumi Campus.**

**I will collect at Office of the University Registrar**     **HUA MAK**

**SUVARNABHUMI**

Student's Signature..... Date.....

**ID CARD PETITION SLIP**

<b>PETITIONER</b>	<b>STAFF</b>
Admission No. .... Name..... Surname..... Date of Submission...../...../.....	Please come back to receive your ID Card on..... or within 3 months after this date. <input type="checkbox"/> <b>HUA MAK</b> <input type="checkbox"/> <b>SUVARNABHUMI</b> Signature..... Date.....

## INSTRUCTIONS

1. Fill in the information in the spaces provided completely.
2. Pay fee at Office of Financial Management for the Item(s) requested :-  
**฿ 200 for ID Card substitution. (for temporary use)**  
**฿ 100 for ID Card late renewal.**
3. Submit the request at Office of the University Registrar.  
Window 7, Hua Mak Campus or SM116, Suvarnabhumi Campus
4. Attach one 1" photograph for ID Card.
5. Your **REQUEST** will be processed usually within a three working days.
6. You are requested to come to receive your ID Card in person.

## STAFF

### OFFICE OF FINANCIAL MANAGEMENT

Number of items requested .....

Receipt No. ....

Total amount due ฿ .....

Signature .....

Date .....