

R.5

ASSUMPTION UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR
OFFICIAL TRANSCRIPT PETITION FORM

Admission No.

Urgent

Doctoral Degree Program Master's Degree Program Bachelor's Degree Program

Normal

Faculty Major Minor

Due Date

for staff only

Mr./Ms./Mrs.

Thai

English

Permanent Address

Date of Birth..... Religion Nationality

..... Post Code Telephone No.

I wish to have the following included in my transcript

- Work in progress
- Degree posted on transcript

Total No. of requests

- English copies
- Thai copies

Collect at Office of the University Registrar at

- Hua Mak Campus
- Suvarnabhumi Campus

Direct mailing address (**Do not** write P.O.BOX)

..... Direct Telephone No. Email

Student's Signature Officer's Signature Date

Petitioner

Admission No.

Name..... Surname

Faculty..... Major

Date of submission

DD/MM/YY

Staff

Number of transcript requested

Please come back to receive your transcript on.....

Or within 3 months at Hua Mak Suvarnabhumi

Officer's Signature

Date of submission

DD/MM/YY

INSTRUCTIONS:

1. Fill in all the information in the spaces provided.
2. Pay (Baht 50/copy) at the Office of Financial Management.
3. If mailing

3.1 Domestic mail : Write the address legibly on the provided sticker and submit it with this petition. No fee collected.

3.2 International mail : Pay additional Baht 100 with international mailing address at the Office of Financial Management. Write the address legibly on the provided sticker and submit it with this petition.

4. To request Official Transcript from abroad contact in ...abac@au.edu or fax to +66 2 719 1509 Fee is US\$ 10/copy (including mailing) and pay by Draft, Transfer or Credit Card.

Note :

- Request will not be accepted if incomplete.
- Assumption University doesn't allow name changes on Official Transcript after graduation.
- Certification may be issued upon request acknowledging name change.

If you wish to have "work in progress" included in your transcript, you are required to complete this

No.	Course No.	Course title	Credits	Section
1.				
2.				
3.				
4.				
5.				

Schedule for processing

- Transcript with work completed to date and / or work in progress (WP) will be ready within 5 working days after submission.
- Transcript with final grade and / or degree posted will be ready approximately one month after the end of final exams.
- If urgent, consult staff and pay Baht 150/copy at the Office of Finance Management. Urgent cases will take at least 1 hour.

FOR OFFICE USE ONLY

OFFICE OF THE REGISTRAR	OFFICE OF FINANCIAL MANAGEMENT
Number of International Mailing	Number of transcript requested.....Receive No.
Address.....	Total amount due ฿.....
Signature.....Date.....	Signature.....Date.....

ใบมอบฉันทะ
Authorization

ข้าพเจ้า นาย/นาง/นางสาว _____ รหัส _____

I Mr./Ms./Mrs.

Admission No.

ขอมอบฉันทะให้ นาย/นาง/นางสาว _____ เป็นผู้รับใบแสดงผลการศึกษาแทนข้าพเจ้า

Authorize Mr./Mrs./Ms.

To pick up my transcript(s)

ลงชื่อ _____ ผู้มอบฉันทะ
Signature Authorized Party

ลงชื่อ _____ ผู้รับมอบฉันทะ
Signature Student Date.....