



Due Date.....

Mr./Ms./Mrs. .... Student ID.   
 Faculty ..... Major ..... Minor/Plan .....  
 Mobile No. .... Email ..... Student's Signature .....

**OFFICIAL TRANSCRIPT and CERTIFICATION**

Please verify number of copies in  Thai English

|   | Thai                     | English                  |
|---|--------------------------|--------------------------|
| <b>1. Official Transcript (Studying /Terminated student status)</b><br>ใบแสดงผลการศึกษา (กำลังศึกษาอยู่ /พ้นสถานภาพนักศึกษา)                    | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>2. Official Transcript (Graduated)</b> ใบแสดงผลการศึกษา (สำเร็จการศึกษา)   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>3. Status certification and certify English is medium of instruction</b><br>หนังสือรับรองฐานะปีและรับรองหลักสูตรเป็นภาษาอังกฤษ               | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>4. Certification of Completion (pending final semester grades)</b><br>หนังสือรับรองเรียนครบหลักสูตรและกำลังรอผลสอบภาคการศึกษาสุดท้าย         | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>5. Graduation certification with the approval of the university council</b><br>หนังสือรับรองเรียนครบหลักสูตร                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>6. Certification for Military training</b> (หนังสือรับรองขอผ่อนผันการเกณฑ์ทหาร)<br>(Thai Students only) วัน/เดือน/ปีเกิด : ...../...../..... | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>7. Enrollment fees certification</b> (หนังสือรับรองค่าใช้จ่าย)<br>Specify Semester and Academic Year: ...../.....                            | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>8. Others certification (specify)</b> .....  | <input type="checkbox"/> | <input type="checkbox"/> |

**Total No. of requests**

- English ..... copies
- Thai ..... copies

**Collect at Office of the University Registrar at**

- Hua Mak Campus
- Suvarnabhumi Campus
- By Mail

**PETITIONER**

Student ID.....  
 Student Name.....

**STAFF**

Please come back to receive your documents on .....  
 or within 3 months at  Hua Mak  Suvarnabhumi  By Mail  
 Signature.....Date of Submission.....

**INSTRUCTIONS:**

1. Fill in all the information in the spaces provided.
2. Pay (Baht 50/copy) at the Office of Financial Management.  
**If mailing**  
 - **Domestic mail** : Write the address legibly on the provided sticker and submit it with this petition. Sending by EMS costs 100 Baht.  
 - **International mail** : Pay delivery fee at the Office of Financial Management. Write the address legibly on the provided and sticker submit it with this petition.
3. To requesting an official transcript and certificate from abroad it will advised to contact all through E-mail: [abac@au.edu](mailto:abac@au.edu) and required to pay USD 15 for each copy including additional mailing their can be paid by Money Transfer or Credit Card.

- Note :**
- Request will not be accepted if incomplete.
  - Assumption University doesn't allow name changes on Official Transcript after graduation.
  - Transcript/ Certification may be issued upon request acknowledging name change.
- Schedule for processing**
- Transcript/Certification with work completed to date and/ or work in progress (WP) will be ready within 5 working days after submission.
  - Transcript/Certificate with final grade and / or degree posted will be ready approximately one month after the end of final exams.

**FOR OFFICE USE ONLY  
OFFICE OF FINANCIAL MANAGEMENT**

Number of document requested.....Receive No. .... Total amount (Baht) .....  
 Signature..... Date.....

**ใบมอบอำนาจ/Authorization**

ข้าพเจ้า นาย/นาง/นางสาว \_\_\_\_\_ รหัส \_\_\_\_\_ บัตรประชาชนเลขที่ \_\_\_\_\_  
 I Mr./Ms./Mrs. Admission No. Citizen ID. / Passport No.  
 ขอมอบอำนาจให้ นาย/นาง/นางสาว \_\_\_\_\_ เป็นผู้รับหนังสือรับรอง / ใบแสดงผลการศึกษาแทนข้าพเจ้า  
 Authorize Mr./Mrs./Ms. \_\_\_\_\_ to pick up my certificate(s) / Transcript(s).

ลงชื่อ \_\_\_\_\_ ผู้มอบอำนาจ \_\_\_\_\_ ลงชื่อ \_\_\_\_\_ ผู้รับมอบอำนาจ \_\_\_\_\_  
 Signature Authorized Party Signature Receiver Date.....

**Remark:** A copy of the Thai citizen identification card / passport (Non-Thai) of the owner and the representative with signature are required to attach.