



Application form for graduate students
(Please read the details on the back of this form)

Date.....Month.....Year.....

Dear, Dean of the Faculty of Economics via the Director of Graduate Studies Program

I am Mr./Ms. Student number.....

Master/Dotorate degree student program. Student's program (Thai/International).....

Advisor's name:.....

Present address:.....

E-mail:.....Phone number:.....

I would like to request approval:

- Request to resign from being a student from semesteracademic year.....
Request to miss the exam due to force majeure in the subject/s.....
Request for the restoration of student status because they did not maintain their student status in systemeracademic year.....
Request to transfer a major from.....to.....
Request to change the study plan from.....to.....
Request to register/withdraw in subject.....systemer.....academic year.....
Request a leave of absence in systemer.....academic year.....

There is information for consideration as follows:

- Not registered in the semester of leave
Registered in the semester of leave in subject/s.....
Have taken a break in the semester.....

Request approval for other cases (please specify).....

because.....

Sincerely your,

(.....)

Table with 2 columns: Officer's comment, Advisor's comment, Instructor's comments, Directors comments

payment of fees (Project staff fill out information)

- I have paid the maintenance fee in systemer..... amount.....baht according to the receipt number.....
I have paid additional course registration fees in systemer..... amount.....baht according to the receipt number.....
Refund of registration fee in systemer..... amount.....baht

Details of documents for submitting a request

	procedure	Evidence for consideration
resign	<ol style="list-style-type: none"> 1. Fill out the form to submit to the project. 2. Seek approval from the advisor and director of the graduate program 3. Propose for approval from the Dean. 	
miss the exam	<ol style="list-style-type: none"> 1. Fill out the form to submit to the project. 2. Seek approval from the advisor and director of the graduate program 3. Propose for approval from the Dean. 	<ol style="list-style-type: none"> 1. Evidence supporting the reason for missing the exam, such as a medical certificate, etc. 2. Examination schedule for missing subjects
request to restore student status	<ol style="list-style-type: none"> 1. Fill out the form to submit to the project within 1 year from the date of withdrawal. 2. Seek approval from instructors, advisor and proposed to the director of the graduate program 3. Pay the fee to maintain the status 4. Propose to the Dean for a screening 	<ol style="list-style-type: none"> 1. Evidence supporting reasons for not maintaining status 2. Announcement version whose name has been withdrawn 3. Receipt of payment for maintaining status
request to change branch	<ol style="list-style-type: none"> 1. Fill out the form to submit to the project. 2. Seek approval from the advisor and director of the graduate program 3. Propose for approval Faculty of Graduate Studies Committee. 	<ol style="list-style-type: none"> 1. Evidence supporting the reason for moving the branch 2. Letter of acceptance from the branch to be transferred to further study
request to change study plan	<ol style="list-style-type: none"> 1. Fill out the form to submit to the project. 2. Seek approval from the advisor and director of the graduate program 3. Propose for approval from the Dean. 	<ol style="list-style-type: none"> 1. Evidence supporting the reason for moving the branch 2. Letter of acceptance from the branch to be transferred to further study
Request to add-withdraw a course	<ol style="list-style-type: none"> 1. Fill out the form to submit to the project. 2. Seek approval from the advisor and director of the graduate program 3. Propose for approval from the Dean. 	<ol style="list-style-type: none"> 1. Evidence supporting the reason for requesting to add-withdraw from a course 2. Examination schedule for the subject being withdrawn
Request a leave of absence	<ol style="list-style-type: none"> 1. Fill out the form to submit to the project within 30 days from the semester opening date. 2. Seek approval from instructor's advisor and proposed to the director of the graduate program 3. Payment for maintaining status 4. Propose for approval from the Dean. 	<ol style="list-style-type: none"> 1. Evidence supporting the reason for taking leave of study 2. Status maintenance fee receipt 3. In the case of registration in the region where the leave is taken. Please attach the receipt of the registration fee and the examination schedule for the registered subjects.

status maintenance payment

Students who request a leave of absence or request for the restoration of student status Preservation fees must be paid at the university finance office and a copy of the receipt is attached to the application. (in case of transferring money to the account Please attach proof of transfer with the request.)

1. Applicants before the academic year 1997 pay 600 baht per semester.
2. Applicants before the academic year 1997-2001 pay 1,500 baht per semester.
3. Applicants before the academic year 2002 onwards pay 3,000 baht per semester.

payment method:

1. Finance Division, Thammasat University (received immediately)
2. Transfer to the account of Bangkok Bank, Thammasat University branch, Rangsit Campus, account name, Thammasat University.

Account number 091-0-15280-0 (Bring proof of money transfer attached to the faculty)