

# Request Form for a Transcript

Request No. \_\_\_\_\_

AR 4

Receipt Date: \_\_\_\_\_

Bansomdejchaopraya Rajabhat University

Date: \_\_\_\_\_

I, Name (Mr./Mrs./Miss): \_\_\_\_\_, Student ID: \_\_\_\_\_,

Faculty: \_\_\_\_\_, Program: \_\_\_\_\_,

Name in English (Mr./Mrs./Miss): \_\_\_\_\_,

Level of study:  Bachelor's Degree  Master's Degree  Doctoral Degree  Others: \_\_\_\_\_,Type of student:  Full time (Daytime)  Part time (Twilight)

Address in case of emergency: \_\_\_\_\_ Telephone: \_\_\_\_\_,

**would like to request for a transcript:** in Thai version, a total of \_\_\_\_\_ copies in English version, a total of \_\_\_\_\_ copies

Signature: \_\_\_\_\_ Applicant

## Request Instruction

1. Fill in the form and check the name - surname, rank and other details correctly before submitting the request.
2. Those who have already graduated and wish to request a new one shall attach a copy of the former one.
3. The transcript can be obtained **3 business days** after the request has been submitted to the registration office (except for those who graduated before 1997).
4. The applicant must come to **receive the document within 60 days** from the date of submission. Otherwise, it will be considered that you cancel the request. If you wish to receive it, you will need to refile a request and pay a fee again.
5. Students can check the results of the request by themselves at <http://mis.bsru.ac.th> in the title "Online Request".
6. **Fees:**
  - Bachelor's degree, 100 baht each
  - Master's degree, 150 baht each
  - Doctoral degree, 200 baht each
7. **When receiving the document, check the details first.** If there is any error, the request form must be refiled and the fee is paid again.

## Verification

### Checked by Finance and Accounting Section

The student has already paid the fees.

Signature: \_\_\_\_\_

Date of receipt: \_\_\_\_\_