

# Request Form for Certificate of Status

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

AR 5

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 certificate(s):**

- Studentship certificate \*(1) , \_\_\_\_\_ copies in Thai, \_\_\_\_\_ copies in English
- Certificate of conduct \*(2) , \_\_\_\_\_ copies in Thai, \_\_\_\_\_ copies in English
- Certificate of final semester of study \*(3) , \_\_\_\_\_ copies in Thai, \_\_\_\_\_ copies in English
- Certificate of completion of the program\*(4)(waiting for the Council's approval) , \_\_\_\_\_ copies in Thai, \_\_\_\_\_ copies in English
- Certificate of class attendance , \_\_\_\_\_ copies in Thai, \_\_\_\_\_ copies in English
- Other, specify \_\_\_\_\_ , \_\_\_\_\_ copies in Thai, \_\_\_\_\_ copies in English

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

Request Instruction	Verification
<p><b>1. Fill in the form and check the name - surname, rank and other details correctly before submitting the request.</b></p> <p>2. The certificate can be obtained <b>3 business</b> days after the request has been submitted to the registration office.</p> <p><b>3. Fees: Bachelor's degree, 100 baht each</b>  <b>Master's degree, 150 baht each</b>  <b>Doctoral degree, 200 baht each</b></p> <p>4. Submit the request to the Office of Academic Affairs and Registration.</p> <p>5. Students can check the results of the request by themselves at <a href="http://mis.bsru.ac.th">http://mis.bsru.ac.th</a> in the title "Online Request".</p> <p>6. The applicant must come to <b>receive the document within 90 days</b> 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.</p> <p><small>*(1) Students must not have an unpaid entrance fee.</small></p> <p><small>*(2) Students must not have an unpaid entrance fee.</small>  This can be checked from the Office of Student Affairs.</p> <p><small>*(3) Students must pay tuition fees for every semester and have already submitted an application for the final semester of study (AR 17).</small></p> <p><small>*(4) Students must pay tuition fees for every semester and have already submitted an application for the final semester of study (AR 17) and have complete academic results according to the curriculum.</small></p>	<p><b>1. Payment Checked by the Division of Finance</b></p> <p>The student has already paid the fee_</p> <p>Signature: _____  ( _____ )</p> <p><b>2. Checked by the Office of Student Affairs</b></p> <p><input type="checkbox"/> Have a behavioral problem inappropriate to issue the certificate.</p> <p><input type="checkbox"/> Appropriate conduct to be appropriate for issuance of the certificate.</p> <p><input type="checkbox"/> Well-behaved/excellent to be appropriate for issuance of the certificate</p> <p>Signature: _____  ( _____ )</p> <p><b>3. Graduate School Verified</b>  <b>(For graduate students)</b></p> <p>_____</p> <p>Signature: _____  ( _____ )</p>

Students can check the results via: <http://mis.bsru.ac.th> in the title "Online Request".