



**Academic transfer request form**  
**Master's degree, School of Engineering**  
**King Mongkut's Institute of Technology Ladkrabang**

Graduate studies affairs
Received no. ....
Date...../...../..... Time.....

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

Subject: Request for academic transfer

Attn: Associate Dean, School of Engineering

I (Mr., Mrs., Ms. ....).....Student ID: .....

Course/Program ..... Department.....

Address no. .... Sub-district .....

District .....City .....Postcode.....Contact number.....

would like to request for academic transfer, the details are as follows;

**Master's degree**

**Master's degree**

No.	Subject code	Subject name	Grade	Transferred to	Subject code	Subject name
				Transferred to		
				Transferred to		
				Transferred to		
				Transferred to		

Please consider/approval this request with the attached herewith.

Yours truly,

.....  
 (.....)

Officer's opinion	Order

The applicant acknowledged the result of the request

Signature.....  
 (.....)

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

Certificate letter of academic transfer from advisor

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

Attn: Associate Dean, School of Engineering

Subject: Request for academic transfer

I .....is an advisor of (Mr., Mrs., Ms.).....  
 Course/Program.....Department.....

has considered the request of academic transfer. It is appropriate to approve the request, the details as follows;

Master's degree

Master's degree

No.	Subject code	Subject name	Grade	Transferred to	Subject code	Subject name
				Transferred to		
				Transferred to		
				Transferred to		
				Transferred to		

Please consider/approval

.....  
 (.....)  
 Student's Advisor

Opinion of Head of department/ Chief of program

.....  
 .....  
 .....

.....  
 (.....)  
 Head of department/ Chief of program

**Note:** Evidence required

1. Academic transfer request form (with certificate letter of academic transfer signed by advisor)
2. Transcript (the grade of transferred subject must be "B" or higher)
3. The description of transferred subject
4. Two copies of each in No. 2 and No. 4 ข้อ 2.