



Academic transfer request form for provisional student
 School of Engineering
 King Mongkut's Institute of Technology Ladkrabang

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

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
 DistrictCityPostcode.....Contact number.....
 would like to request for academic transfer, the details are as follows;

<u>Bachelor degree</u>				<u>Bachelor degree</u>		
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 acknowledges 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

Iis 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;

<u>Bachelor degree</u>				<u>Bachelor degree</u>		
No.	Subject code	Subject name	Grade	Transferred to	Subject code	Subject name
				Transferred to		
				Transferred to		
				Transferred to		
				Transferred to		

For your consideration.

.....
 (.....)
 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. Evidence of registration of transferred subject(s)
5. Two copies of each in No. 2 and No. 4 ข้อ 2.