

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

 Subject: Request for approval to change ☐ Class Session ☐ Faculty ☐ Major

Dear: Vice President of Academic Affairs

Name,Student ID numberMajor.....

 Level of Education ☐ Undergraduate ☐ Postgraduate Major

I would like to request approval in semesterAcademic year as follows:

The current status: Class Session Major Faculty

Request for approval to change Class Session toMajor toFaculty to.....

Reasons for consideration are

 Enclosure(s) for consideration ☐ Course Structure ☐ Education leave Form ☐ Other

If you have a problem, please call number

For your consideration,

sign.....Student

Please process the request according to the steps below	
1. Advisor's comment	2. Dean's comment
3. Dean or Program head of the new Faculty	4. Library and Information Center (Check for borrowed books)
5. Office of Registers Checked and approved to change <input type="checkbox"/> Class Session <input type="checkbox"/> Faculty <input type="checkbox"/> Major <input type="checkbox"/> Student who do not register must request leave of absence Sign Date	6. Vice President of Academic Affairs/ Authorized representative <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Sign Date
7. Office of Finance and Investment's Received fee of..... Baht Book receipt no.Order No. SignDate.....	8. New student ID number (Office of Registrar) New student ID number is Sign Date (Name of staff who assigned the new ID no.)