

Recommendation on the Request for Transcript and Certificate

Types of Requested Document	Conditions
1. Transcript (Completed Version)	<p>1.1 Graduated before the first semester, 2003 academic year or</p> <p>1.2 Students who have credit transfer and graduate before the fourth batch of the first semester 2015.</p>
2. Certificate of Graduate Student Status	<p>2.1 New student must already have registered in the first semester.</p> <p>2.2 Must be a current student.</p>
3. Certificate of Graduate Program Completion (Graduation Approval Pending)	<p>3.1 For students in thesis plan, students must completely submit a final thesis and pay thesis binding fee.</p> <p>3.2 For students in independent study plan, must submit all required documents to The Graduate School.</p> <p>3.3 Students can request this certificate before the Kasetsart University Council approves student's graduation date.</p>
4. Certificate of Graduation	<p>4.1 Student's name must present in a graduated name list, and students must check the schedule that students can request for the documents.</p>
5. Other Certificates	<p>5.1 The request of other certificates depends on student's requirement. The document to be requested must be in accordance with student's information in The Graduate School database.</p>

Note: For those who have already graduated, you can fill in your email address in advisor's email address.



The Graduate School Kasetsart University

GS. 08



Transcript and Certification Letters Request Form

Student's Name: (Mr./Miss/Mrs./Title) Last name:.....

Degree: Doctoral Degree Plan 1 (2)/1.1 Plan 1 (1)/1.2 Plan 2 (1)/2.2 Plan 2 (2)/2.1
 Master's Degree Plan A (1)/A1 Plan A (2)/A2 Plan B
 Diploma

Degree Awarded:

Program: Regular Program Special Program Golden Jubilee Program
 Regular Program (International) Special Program (International)

Student's ID No.: Major Field: (MajorField Code:))

Subject Group (if any): Department:

Minor Field (if any): Campus:

Semester/Year of Admission:/..... Contact Phone No.: Email

Degree approval by The University Council Approval pending Degree approved on:/...../.....

Date of birth:/...../..... wishes to Obtain:

1. Transcript: copies

- 1.1 After Approval by the University Council (For Students who Graduated before the First Semester 2003) Copies
- 1.2 After Approval Transferred Credit Transcript For Students who Graduated before the First Semester 2015 Copies

(If students would like to request for transcript other than 1.1 and 1.2, please contact the Office of Educational Administration.)

2. Translation of Degree/ Diploma: Copies (Attach a Copy of Degree/ Diploma)

3. Certificate

- 3.1 Certificate of Graduate Student Status Copies
- 3.2 Certificate of Graduate Program Completion (Graduation Approval Pending) Copies
- 3.3 Certificate of Graduation..... Copies

4. Other certificate Copy (ies)

Please specify information and details about student's requested certificate.....

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Student's Signature: Date:/...../.....

Notes: 1. Please separate request form for each item.

2. Transcript and Certificate issuance fee for item 1, 3 and 4 are 20 baht for each item.

3. For Translation of Degree/ Diploma issuance fee is 30 baht per copy

Please pay fee with exact amount of money