## Request Form for Graduation Graduate School

## Valaya Alongkorn Rajabhat University under the Royal Patronage Pathum Thani

			Date	Year	
Subject Dear	Request for Graduation President				
	Certificate of Thesis / Ind	ependent Study			
	2. Inner cover in Thai and English				
	3. Abstract in Thai and Engli	_			
	4. Thesis / Independent Study examination report form (VRU.G.8/2)				
				udy (VRLIG 9)	
	<ul><li>5. Certificate for checking the print format of Thesis / Independent Study (VRU.G.9)</li><li>6. A request form for submitting research articles (VRU.G.11)</li></ul>				
	7. A request form for submission of Thesis / Independent Study (VRU.G.13)				
	8. Plagiarism checking report form of Thesis/ Independent Study (VRU.G.16)				
	9. Transcript				
10. Two 2-inch photographs and two 1-inch photographs					
(Mr. / Mrs. / Miss.)Student ID					
Student O Master's Degree O Doctoral Degree Field of study					
Semester enteredfear or study Fmail					
Former Qualifications: 🗆 B.Ed. 🗆 B.Sc. 🗆 B.B.A. 🗆 B.A. 🗆 B.P.A 🗀 M.Ed. 🗆 M.Sc. 🗆 M.B.A. 🗀 M.A. 🗆 M.P.A Others					
Work Office					
Please be informed to submit a request for graduation.					
	Signature(				
	Student				
				DateMonthYear	
1. Examination of documents and program structure		7. Verify payment of evidence issued			
☐ Complete ☐ Not complete		Receipt book	NoPayeePayee		
Signature	Examiner	Date			
2. Signature		3. Signature		4. Signature	
(	)	(	)	()	
Date	MonthYear	DateMonth	Year	DateYear	
	Advisor	Chairperson of	Program	Deputy Dean for Academic Affairs of Graduate School	
		1		1 ' '	
5.	Signature		6.	Signature	
	DateMonthYear  Deputy Dean for Research and Quality Assurance of		DateMonthYear		
Depu				Dean of Graduate School	
	Graduate School				
Photographs: Master and Doctorate Degree:					
Male: Photographs wearing a normal white or government official uniform and academic gown according to the field of study of the students.					
Do not wearing black glasses.					
	Female: Photographs wearing a white shirt with no pattern or government official uniform and wearing academic gown according to the field				
of study of the students. Do not wearing jewelry, black glasses. In case having long hair, keep the hair in the back.					
Graduate Diploma: Male and female: Photographs wearing as Master's and Doctorate degree, but do not wear academic gown.					

Note: 1. Photos taken not more than 6 months. 2. Write first name, last name and Student ID code at the back of every photo.

3. Students submit the form to Graduate School to check the evidence. 4. Pay at Finance Department and submit the form at the Office of Academic Promotion and Registration.

## **Process for Graduation Request**

Students receive a graduation request form (VRU.G12) at Graduate School or download from Graduate School website.



Students fill in the graduation request form (VRU.G12).





Students receive the graduation request form (VRU.G12) from Thesis/ Independent Study Advisor which already signed.



Students submit the graduation request form (VRU.G.12) with 10 attachments at Graduate School:

- 1. Certificate of Thesis / Independent Study
- 2. Inner cover in Thai and English
- 3. Abstract in Thai and English
- 4. Thesis / Independent Study examination report form (VRU.G.8/2)
- 5. Certificate for checking the print format of Thesis / Independent Study (VRU.G.9)
- 6. A request form for submitting research articles (VRU.G.11)
- A request form for submission of Thesis / Independent Study (VRU.G.13)
- 8. Plagiarism checking report form of Thesis/ Independent Study (VRU.G.16)



Graduate School submits the graduation request form (VRU.G 12) to Chair of Program Committee and Dean of Graduate School to sign.



Students receive the graduation request form (VRU.G.12) that already signed from Graduate School and submit the form to pay at the Finance Department.



Students submit the request form (VRU.G.12) with evidence of payment at Graduate School to check the correctness of the document.



Students submit a request form (VRU.G.12) with evidence of payment at the Office of Academic Promotion and Registration.



Approve

Students receive Transcript at the Office of Academic Promotion and Registration.