

**Request Form for Graduation  
Graduate School**

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

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

Subject Request for Graduation

Dear President

- Enclosure:
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)
  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  Master's Degree  Doctoral Degree Field of study.....

Semester entered.....Year of study.....

Email.....

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

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

<p>1. Examination of documents and program structure</p> <p><input type="checkbox"/> Complete <input type="checkbox"/> Not complete</p> <p>Signature.....Examiner Date.....</p>	<p>7. Verify payment of evidence issued</p> <p>Receipt book No.....No.....Signature.....Payee.....</p>	
<p>2. Signature.....</p> <p>(.....)</p> <p>Date.....Month.....Year.....</p> <p align="center">Advisor</p>	<p>3. Signature.....</p> <p>(.....)</p> <p>Date.....Month.....Year.....</p> <p align="center">Chairperson of Program</p>	<p>4. Signature.....</p> <p>(.....)</p> <p>Date.....Month.....Year.....</p> <p align="center">Deputy Dean for Academic Affairs of Graduate School</p>
<p>5. Signature.....</p> <p>Date.....Month.....Year.....</p> <p align="center">Deputy Dean for Research and Quality Assurance of Graduate School</p>	<p>6. Signature.....</p> <p>Date.....Month.....Year.....</p> <p align="center">Dean of Graduate School</p>	

**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

