APPLICATION FOR GRADUATION FORM

Graduate Diploma Level

Valaya Alongkorn Rajabhat University under the Royal Patronage, Pathum Thani Province

Date ..... Month ..... B.E. .....

Subject: Application for Graduation

To: The President

Enclosures:

1. Structural review report
2. Photographs: two (2) 2-inch photographs and two (2) 1-inch photographs

I, (title, whether military, police, etc., write the full title) (Mr./Mrs./Ms.) .....

Name in English (BLOCK CAPITALS) (Mr./Mrs./Miss) .....

Date of Birth: ..... (day) ..... (month) ..... (year) Student ID No. .....

a student in the Graduate Diploma Program, majoring in .....

a ☐ Regular ☐ Special student, enrolled in Semester ....., Academic Year .....

Postal address: House No. ..... Moo ..... Sub-district ..... District ..... Province .....

Postal Code ..... Phone ..... Email .....

Previous qualification: ☐ B.Ed. ☐ B.Sc. ☐ B.A. ☐ B.F.A. ☐ B.PA. ☐ M.Ed. ☐ M.Sc. ☐ M.A. ☐ M.F.A. ☐ M.PA. Other: ..... Place of Employment: .....

I therefore write to submit this application for graduation.

Signature ..... Student
(.....)
Date: ..... / ..... / .....

1. Verification of Documents and Program Structure ☐ Complete ☐ Incomplete Signature ..... Reviewer Date:	7. Payment for Issuance of Certificate Verified, Signature ..... Reviewer Date: .....

2. Signature ..... (.....) Date: ..... Month ..... B.E. ..... Advisor, Thesis / Independent Study	3. Signature ..... (.....) Date: ..... Month ..... B.E. ..... Program Chair	4. Signature ..... (.....) Date: .... Month ..... B.E. ..... Associate Dean of the Graduate School for Academic Affairs

5. Signature ..... (.....) Date: ..... Month ..... B.E. ..... Associate Dean of the Graduate School for Research and Academic Services	6. Signature ..... (.....) Date: ..... Month ..... B.E. ..... Dean of the Graduate School

Photograph Requirements: Graduate Diploma Level
Men and Women: Photographs may be taken without wearing an academic gown.

Remarks: 1. Photographs must have been taken within the last 6 months. 2. Write your name, surname, and student ID number on the back of every photograph.
3. Students may submit this form at the Graduate School for document verification. 4. Payment is made at the Finance Office.

PROCEDURE FOR APPLYING FOR GRADUATION

1. The student obtains the Application for Graduation Form (GS-T.15) at the Graduate School, or downloads it from the Graduate School website.

2. The student fills in the required details on the Application for Graduation Form.

3. The student submits the Application for Graduation Form (GS-T.15) at the Graduate School.

4. The student collects the signed Application for Graduation Form (GS-T.15) back from the Graduate School.

5. The student submits the Application for Graduation Form (GS-T.15) together with the following 2 enclosures at the Graduate School: (1) structural review report; and (2) photographs.

6. The student collects the signed Application for Graduation Form (GS-T.15) back from the Graduate School.

7. The student submits the Application for Graduation Form together with proof of payment.

8. The Graduate School forwards the Application for Graduation Form (GS-T.15) for further processing.

9. The Graduate School submits the application for graduation approval to the Graduate School Committee and the Academic Council for approval.

10. Once approved, the student collects the transcript at the Office of Academic Promotion and Registration.