STUDENT ID CARD REQUEST FORM
Graduate Level
Valaya Alongkorn Rajabhat University under the Royal Patronage, Pathum Thani Province

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

Subject: Request for a Student ID Card
To: The Dean of the Graduate School

I, (Mr./Mrs./Ms.) ..... Student ID No. .....
a student in the ☐ Graduate Diploma Program ☐ Master's Degree Program
☐ Doctoral Degree Program majoring in .....
Enrolled in Semester ..... Academic Year ..... Contact phone number .....

I wish to request the issuance of a student ID card, and have attached the following supporting documents:

○ 1. One (1) 1-inch photograph (front-facing, wearing appropriate/formal attire).

○ 2. A copy of the receipt for the student ID card fee of 100 Baht, payable at the Finance Division, 2nd Floor, Centenary Building (100th Anniversary Building) (in the case of first-time issuance / a lost card / a damaged card / an expired card).

Remark: *New students must proceed with making their student ID card within one (1) month after payment of registration fees.*

I therefore respectfully request that you kindly proceed with the issuance of a student ID card for me.

Yours respectfully,
Signature ..... Applicant
(.....)

For Official Use		**For Student's Use**	
Documents: ☐ Complete ☐ Incomplete, missing		**Student Id Card Collection Appointment Slip**	
Card collection date: ...../...../.....		Student ID card collected on date ...../...../.....	
.....	.....	.....	.....
Graduate School	Finance Division	Receiving Officer	Applicant
Date: ...../...../.....	Date: ...../...../.....		