GS.10

ENGLISH PROFICIENCY EXAMINATION REQUEST FORM

Graduate Level

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

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

Subject: Request to Take the English Proficiency Examination

To: The Director of the Language Center

I, (Mr./Mrs./Ms.) ..... Student ID No. .....

a student in the ○ Master's Degree Program ○ Doctoral Degree Program, majoring in .....

Enrolled in Semester ..... Academic Year .....

Contact phone number ..... Email .....

I wish to request to take the English Proficiency Examination in Semester ....., Academic Year .....

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

Signature	Signature	Signature	Signature
.....	.....	.....	.....
(.....)	(.....)	(.....)	(.....)
Advisor	Program Chair	Payee	Head of the Language Center
Date: ..... / ..... /	Date: ..... / ..... /	Date: ..... / ..... /	Date: ..... / ..... / .....

Remarks

1. Students must submit the English Proficiency Examination Request Form to the Advisor and the Program Chair.
2. Payment of the English Proficiency Examination registration fee is made at the Finance Division:
   500 Baht for full-time Master's-level students; 600 Baht for full-time Doctoral-level students.
   (The Finance Division accepts payment only after the Advisor and the Chair of the Program Committee have signed the request form.)
3. Students must submit the request form at the Language Center, 2nd Floor, Valaya Alongkorn 75th Anniversary Building (the 9-storey building), for further processing.

PROCEDURE

English Proficiency Examination Request Form

Condition of Use: *When a student wishes to take the English-language examination at the Master's or Doctoral level.*

1. The student obtains the English Proficiency Examination Request Form at the Graduate School, or downloads it from the Graduate School website.
2. The student fills in the required details on the request form.
3. The student submits the request form to the Advisor and the Program Chair for signature.
4. The student collects the signed request form and submits it, together with payment, to the Finance Division.
5. The student receives the receipt and the form back.
6. The student submits the paid request form to the Language Center for further processing.
7. The Language Center announces the list of examinees and conducts the examination.
8. The student takes the examination according to the schedule announced by the Language Center.