COMPREHENSIVE EXAMINATION / QUALIFYING EXAMINATION REQUEST FORM

Graduate Level

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

Name – Surname (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 ○ Comprehensive Examination ○ Qualifying Examination
in Semester ....., Academic Year .....

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

1. Advisor	2. Program Chair	3. Graduate School
Verification of Student Qualifications: ○ Completed coursework per the program's criteria ○ GPA not below 3.00 Signature ..... (.....) **Advisor** Date: ..... / ..... /	**Opinion:** ○ Approved ○ Not Approved, because ..... Signature ..... (.....) **Program Chair** Date: ..... / ..... /	**For Graduate School Officer Use Only:** ○ Completed coursework per the program's criteria ○ GPA not below 3.00 ○ Paid the tuition fee ○ Paid the status-maintenance fee Signature ..... (.....) **Reviewing Officer** Date: ..... / ..... / .....
		4. Finance Division
		For Finance Officer Use Only – Payment Received Payment Date: ..... / ..... / ..... Signature ..... (.....) **Payee**

Remarks

1. Students must submit the Comprehensive Examination / Qualifying Examination Request Form together with evidence of grades in the courses required under the program's regulations governing the Comprehensive / Qualifying Examination.
2. Payment of the Comprehensive / Qualifying Examination registration fee is made at the Finance Office: 500 Baht for full-time Master's-level students; 1,000 Baht for full-time Doctoral-level students. (The Finance Office accepts payment only after the Advisor and the Program Chair have signed the Comprehensive / Qualifying Examination Request Form.)
3. Students must submit the Comprehensive / Qualifying Examination Request Form, together with one copy of the receipt, at the Graduate School for further processing.

PROCEDURE

Comprehensive Examination / Qualifying Examination Request Form

Condition of Use: *When a student has completed the coursework required under the program's criteria in full.*

1. The student obtains the Comprehensive / Qualifying 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 at the Graduate School for document verification.
5. The student submits the request form and makes payment at the Finance Division.
6. The student receives the receipt and the form back.
7. The student submits the paid request form to the Graduate School for further processing.
8. The Graduate School announces the list of examinees and the examination schedule.
9. The student takes the examination according to the schedule announced by the Graduate School.