CREDIT TRANSFER REQUEST FORM

Graduate Level

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

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

Subject: Request for Credit Transfer

To: The Dean of the Graduate School

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 .....

I wish to request the transfer of credits and academic results, as follows:

○ Transfer from formal education / results of courses previously studied within a university curriculum / result of courses from other higher-education institutions / credit transfer for students under a credit-bank scheme.

○ Transfer from non-formal education.

○ Transfer from informal education / learning, skills, and experience.

Courses Requested for Transfer from the Original Institution / for Credit-Bank Students				Courses for Transfer at Valaya Alongkorn Rajabhat University			Curriculum Committee's Decision	
Course Code	Course Title	Credits	Grade	Course Code	Course Title	Credits	Transfer-able	Not Transfer-able
1.								
2.								
3.								
4.								
5.								

Courses from non-formal / informal education, or learning, skills, and experience, requested for transfer:

Course Code	Course Title	Credits	Transfer- able	Not Transfer- able
1.				
2.				
3.				
4.				
5.				

I therefore respectfully submit this request for your kind consideration.

Signature ..... Student

(.....)

Date: ..... / ..... / .....

Summary of the Curriculum Committee's decision: credit transfer approved for ..... course(s), totaling ..... credits.

Program Chair's Opinion:	Committee Member's Opinion:	Committee Member and Secretary's Opinion:
☐ Agree ☐ Disagree, please specify ..... Signature ..... Program Chair (.....) Date: ..... / ..... /	☐ Agree ☐ Disagree, please specify ..... Signature ..... Committee Member (.....) Date: ..... / ..... /	☐ Agree ☐ Disagree, please specify ..... Signature ..... Committee Member and Secretary (.....) Date: ..... / ..... / .....

Associate Dean's Opinion:	Dean's Decision: ☐ Approved ☐ Not Approved, because .....
Signature ..... Associate Dean for Academic Affairs, Graduate School (.....) Date: ..... / ..... /	Signature ..... Dean of the Graduate School (.....) Date: ..... / ..... / .....

Signature ..... Director, Office of Academic Promotion and Registration
(.....)
Date: ..... / ..... / .....

Conditions for Requesting Credit Transfer

1. Transfer from formal education / results of courses previously studied within a university curriculum / result of courses from other higher-education institutions / credit transfer for students under a credit-bank scheme.
2. Transfer from non-formal education.
3. Transfer from informal education / learning, skills, and experience.
4. Students wishing to transfer credit for a course or group of courses must submit a petition to the University within 6 weeks from the opening day of the first semester of enrollment, unless approved by the President — in which case the period must not exceed 2 semesters. Students are entitled to request credit transfer only once.
5. The number of credits transferred, for purposes of counting the number of semesters of enrollment for students who have received credit transfer, shall not exceed 12 credits.
6. Credit transfer requires payment of the fee prescribed by the University.
7. The full-time credit transfer fee is 2,500 Baht per person per semester for the Master's level, and 5,000 Baht per person per semester for the Doctoral level.

Documents Required

For Course Credit Transfer	For Transfer of Learning, Skills and Experience
1. A copy of the academic transcript. 2. A course description from the original institution.	1. A copy of the academic transcript. 2. A copy of the national ID card or government-official ID card. 3. A certificate of work experience. 4. A portfolio (work history, certificates, diplomas, etc.). 5. Academic works / research works. 6. Supporting documents / evidence for the assessment request (appendix).