



The Division of Registrar Mae Fah Luang University	
No.....
Date.....
Time.....	Recorded by.....

**DIVISION OF REGISTRAR, MAE FAH LUANG UNIVERSITY
Request Form for Student Identification Card**

(1) To Head of the Division of Registrar

Name Mr/ Miss/ Mrs..... Student ID

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Study in School of.....Program of.....

Mobile phone.....Email address.....

I would like to apply for a student ID card due to

- Lost
 Detective
 Change the name
 Others

For your consideration

Student's Signature
(.....)
...../...../.....

<p>(2) Division of Registrar's staff</p> <p>Student status verification</p> <p>Signature..... (.....)</p> <p>To Bank Officer</p> <p>Please provide Card for Student.</p> <p>Signature..... (.....)/...../.....</p>	<p>(3) Bank officer</p> <p style="text-align: center;">Completed</p> <p>Signature..... (.....)/...../.....</p> <hr/> <p>(4) Student</p> <p style="text-align: center;">Student ID Card received</p> <p>Signature..... (.....)/...../.....</p>
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(Please read the Procedure of request for a Student ID Card on the back of this sheet)

Procedures of Request for a new Student ID Card

Note : In case of lost, defectiveness, change of personal data (name, surname, or number of passport) or the others

1. Please submit a Request Form for a Student ID Card (2 forms) to verify Student Status at the Division of Registrar.
2. Take the Forms with the following documents (no. 2.1 - 2.8) to Bangkok Bank, Mae Fah Luang University branch, D1 Building, 1st floor. Issuing of the new card takes around 10 minutes
 - 2.1 Identification Card or Passport (For International Students)
 - 2.2 A Copy of Identification Card or Passport (For International Students)
 - 2.3 Saving Account Passbook
 - 2.4 100 Baht - Fee for the new ID card
 - 2.5 A Copy of House Registration
 - 2.6 Old Student ID Card *
 - 2.7 A Copy of Names Change Certificate **
 - 2.8 100 Baht - Fee for the new Saving Account Passbook **
3. Please check the accuracy of the information on the Student ID Card. If there is any mistake, please contact the bank immediately

Remark * In case of defectiveness or change of personal data.

** In case of change of personal data.