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

DIVISION OF REGISTRAR, MAE FAH LUANG UNIVERSITY

Request Form for Mailing Services

Semester ☐ **First** ☐ **Second** ☐ **Summer** **Academic year**.....

(1) To the Registrar

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

Study in/graduated from School of.....Program of.....

Mobile phone.....

would like to request the following documents be mailed to the address

☐ Domestic ☐ Registered mail 100 Baht ☐ EMS 150 Baht

☐ Oversea ☐ Registered mail 1,000 Baht ☐ EMS ..... Baht (as announced by the university)

Detail			Number of copies
☐ 1. Transcript of records	○ English	○ Thai	
☐ 2. Certificate of academic degree completion	○ English	○ Thai	
☐ 3. Certificate of student status	○ English	○ Thai	
☐ 4. Certificate of expectation for completing degree	○ English	○ Thai	
☐ 5. Certificate of academic degree completion	○ English	○ Thai	
(pending the approval of the University Council)			
☐ 6. Certificate of using English as medium of instruction			
☐ 7. Translation of degree certificate (English version)			
☐ 8. Replacement of degree certificate			
☐ 9. List of tuition fees			
☐ 10. Others.....			
		Total	

I have enclosed 1 address envelopes for the destination above.

Student's Signature .....

...../...../.....

(2) For a financial Fee are already paid Signature ..... (.....) ...../...../.....	**(4) For a post officer** Documents will be received on..... Signature ..... (.....) ...../...../.....
(3) For the Division of Registrar's staff inspection Checked for accuracy Signature ..... (.....) ...../...../.....	**(5) For the Division of Registrar's staff** Documents are already sent on..... Signature ..... (.....) ...../...../.....