



**An Application Form for Taking Final Exam**  
**Office of Academic Promotion and Registration**  
**Vajiravudhrajavidyalaya Alalongkorn Rajabhat University under the Royal Patronage**

Day.....Month.....Year.....

**Subject:** Taking Final Exam  
**To:** Dean  
**Attachment:** 1. A copy of transcript  
 2. A course description of the previous institute

I am (Mr, Miss, Mrs) ....., student I.D. ....  
 Full – time    Part – time    Sat – Sun    Mon – Fri   at    VRU main campus    Bangkok campus  
 Srakaew campus, in the undergraduate degree of .....years, program.....,  
 major....., field.....,  
 faculty.....telephone number.....E-mail.....

I would like to the final exam in the course.....  
 Code  semester ...../.....The former final exam schedule is  
 day.....month.....year....., time..... instructor.....  
 The reason that I missed the final exam is that.....  
 as shown in the document as follows : .....

.....Student  
 (.....)  
 ..... / ..... / .....

Instructor’s Opinion.....  
 .....Instructor  
 (.....)  
 ..... / ..... / .....

Advisor’s Opinion.....  
 ..... Advisor  
 (.....)  
 ..... / ..... / .....

Dean’s Consideration       Approve       Not Approve  
 .....Dean  
 (.....)  
 ..... / ..... / .....

## Steps in Taking Final Examination

