



An Application Form for a Letter of Certification
(After applying, students can get the document within 5 minutes.)

Office of Academic Promotion and Registration
 Valaya Alongkorn Rajabhat University under the Royal Patronage

DayMonth.....Year.....

Subject: Being present students Being in the final semester
 Waiting for graduation Being a part-time student

To: **President**

Attachment : A copy of tuition fee receipt of the present semester

Please use letters in bold type. (English)

MISS MRS. MR (.....)

Please write neatly. (Thai) Use full military rank

I am Mr, Miss , Mrs.....student I.D.....

Date of Birth: day.....month.....year..... full-time, part-time Saturday-Sunday Monday-Friday

at VRU main campus Bangkok campus Srakaew campus

in the undergraduate degree ofyears, program.....

major....., field.....

faculty.....telephone number.....E-mail.....

I would like to ask for the letter of certification according to the purpose stated above from the Office of Academic Promotion and Registration.

Sincerely yours,

.....Student

(.....)

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

For official

Office of Registration & Evaluation	Office of Finance	Student
To: Head of the office	Already paid	Student signs when receives
Receive.....hours.	Receive.....hours
.....by official	Official in the Office of Financestudent
Official in the office Academic Promotion and Registration.		
...../..... /.....		

Steps in Asking for a Letter of Certification

