



An Application Form for a Duplicate Transcript

Office of Academic Promotion and Registration

Valaya Alongkorn Rajabhat University under the Royal Patronage

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

Subject: Duplicated Transcript

To: President

Attachment : 1) A report of a missing document at the police station
2) Two one-inch photos, without sunglasses

MISS MRS. MR (.....)

Please 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 a duplicate transcript of Certificate Bachelor degree certificate of degree.

Sincerely yours,

.....Student

(.....

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

For official

Office of Registration	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 duplicate Transcript

