



A Request for Course Transfer for Waiving General Education

Office of Academic Promotion and Registration

Valaya Alongkorn Rajabhat University under the Royal Patronage

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

Subject: Asking for transfer courses for waiving

To: Head of General Education Department

Attachment:

1. A copy of transcript
2. A course description from the previous institution and certified by VRU

My name is Miss/Mrs. /Mr.....Student ID..... full-time,
 part-time student in the bachelor degree program, major in, field....., faculty.....
 I enter first year in the.....semester of the academic year....., telephone number

I would like to ask for a transfer in the(course) in General Education which I have
 studied at.....(name of the institution) for(number of courses) as shown in the
 tables below.

GE 101 Language, Communication and Information Technology					
Courses Transferred from Previous Institution				Result of the Consideration	
Code	Name of Course	Credit	Grade	Approve	Not Approve
GE 102 VRU Identities (Only for VRU students)					
Courses Transferred				Result of the Consideration	
Code	Name of Course	Credit	Grade	Approve	Not Approve

GE 103 Innovation and Scientific Thinking					
Courses Transferred from Previous Institution				Result of the Consideration	
Code	Name of Course	Credit	Grade	Approve	Not Approve
GE 104 Internationalization for Living in the ASEAN and Global Communities					
Courses Transferred from Previous Institution				Result of the Consideration	
Code	Name of Course	Credit	Grade	Approve	Not Approve
GE 105 Health for Quality of Life					
Courses Transferred from Previous Institution				Result of the Consideration	
Code	Name of Course	Credit	Grade	Approve	Not Approve

Remark: Students can ask for a course transfer for waiving only once in the first semester of the first year. The course that can be waived must have at least the “C” grade and cannot be used again.

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

..... Advisor
 (.....)
/...../.....

A course transfer committee have considered the request and the result is that: (number of courses that can be transferred) forcredits that can be transferred.

..... Chairperson of the Committee
(.....)
...../...../.....

..... Head of General Education Department
(.....)
...../...../.....

..... Director of the Office of Academic Promotion
and Registration
(.....)
...../...../.....