



An Application Form for taking Class at Other Universities
Office of Academic Promotion and Registration
Valaya Alongkorn Rajabhat University under the Royal Patronage

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

Subject : Taking Class at Other Universities
To : President

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 ofyears, program....., major....., field....., faculty..... telephone number.....E-mail.....

I would like to ask for permission to take class at.....University,
 Faculty of, (Curriculum /department) in the(field)
 In the semester/....., in /the following courses.

Sect	Code	Course	Credit	Day/time	Instructor

Sincerely yours,

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

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

Head of the Department’s Opinion
Head of the Department
 (.....)
/...../.....

Dean’s Opinion
 Dean
 (.....)
/...../.....

Result of the President’s Consideration Approve Not Approve
President
 (.....)
/...../.....

Steps in Asking for taking Class at Other Universities

