



An Application Form for Section Transfer (Same Courses)

Office of Academic Promotion and Registration

Valaya Alongkorn Rajabhat University under the Royal Patronage

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

Subject : Section Transfer
To : Dean

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.....

Item	Code	Course	Old Section	New Section	Instructor's name	Instructor's Approval

The reason for changing section is that

Remark: The instructor has to examine the correct number of students of that course in that semester.

Sincerely yours,

.....Student's Name
(.....)
...../...../.....

.....Student's Advisor
(.....)
...../...../.....

Steps in Changing Section

Students obtain the application form for changing section from the Faculty.

Instructor signs.

Advisor signs.

Approve

Students submit the application for changing section to the Office of Academic Promotion and Registration.