



The institute of International Studies  
Ramkhamhaeng University

**Required documents**

- Copy a main page of Passport /ID card
- Copy a student ID card
- Copy all tuition fee receipts
- Copy a student grade checklist

*Note: IIS cannot receive the petition if documents are not completed*

**เฉพาะเจ้าหน้าที่**

วันที่รับ.....  
 เวลา.....  
 ผู้รับ.....

**General Request Form**

Date.....Month.....Year.....

Subject .....

To Director of Institute of International Studies

Name Mr./Miss./Mrs. ....Student ID:..... Faculty .....

Nationality ..... Tel. ....Email.....Batch.....

**Indicate reasons for the request**

.....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....

I hereby certify that the above information is true and correct for your kind consideration

Student Signature .....

(.....)

**Coordinator's Comment**

.....  
 .....  
 .....

Signature.....

(.....)

Date ...../...../.....

**Director's Comment**

.....  
 .....  
 .....

(.....)

Date ...../...../.....



The institute of International Studies  
Ramkhamhaeng University

**For Student Use**

(Keep this part for further reference)

Subject.....Faculty.....

The Office of IIS-RU has received the request of Mr./Ms./Mrs. ....

Student ID: ..... From Date: .....

Tel. 0-2310-8896-99, Remark .....

ลงชื่อ.....เจ้าหน้าที่  
 (.....)  
 ...../...../.....

**Procedure of General Request Form**

1. The form is available at the IIS-Office, RU Printing Press, 7th Floor
2. Students complete the form and enclose all required documents (all of them should be photocopy)
3. Students submit the signed to IIS Staff at educational service division (undergraduate room), RU Printing Press, 7th Floor
4. Students keep the slip as evidence.

**Working Days' Time**

Monday-Friday 08.30 A.M. – 04.30 P.M.

Lunch Break 12.00 P.M. – 01.00 P.M.

Saturday- Sunday 08.00 A.M. – 05.00 P.M.

Day off: National Holidays/Official Substitution Holiday

Remark: IIS-Office available on Saturday and Sunday for graduate program, doctoral program and some class for undergraduate program so that IIS-Officer may have staff limited. Institute of International Studies(IIS-RU), Ramkhamhaeng University, RU Printing Press,7th Floor,Haumark,Bangkapi, Bangkok 10240,Thailand. Tel.0-2310-8896-9