



The institute of International Studies
Ramkhamhaeng University

Request Form for Institutional Student Certificate/ Other

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

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

NationalityTel.....Email.....Batch.....

I would like to request the following documents:

Items	Copies/฿
<u>Certifying Letter (60 baht / copy)</u>	
<input type="checkbox"/> Certify Student Status <input type="checkbox"/> (Thai Version).....Copies / <input type="checkbox"/> (English Version).....Copies	
<u>Others: Please Specify:</u> <input type="checkbox"/>	
<u>Total amount</u>	

Student signature..... Date...../...../..... Date of Pickup.....

Required documents

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

Note: If documents are not completed, IIS cannot receive the petition

Ramkhamhaeng University The institute of International Studies (For student use)

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

NationalityTel.....Email.....Batch.....

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<u>Others: Please Specify:</u> <input type="checkbox"/>	
<u>Total amount</u>	

Student signature..... Date/...../..... ลงชื่อ.....เจ้าหน้าที่รับคำร้อง

Date of Pickup..... Tel.023108896-99/...../.....

Remarks: Student must bring this slip to contact IIS-Office, without this slip, student might not be able to get the document.

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.

Tel.0-2310-8895-9

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.0-2310-8896-99	