

**Request Form for Subject and Grade Transfer
For Graduate Students, Khon Kaen University**

(In compliance with Graduate School Regulation, Number: BoWo.22/2550)

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

To: Dean of the Faculty of..... (Student’s faculty)

I am (Mr./Ms./Mrs.)..... Student ID.....

Plan Certificate Diploma Master degree, Plan..... Doctoral Degree, Plan.....

Department:..... Type Regular Special program International English program

Former Major Subject: Department: Faculty:.....

University:..... I would like to submit my first subject and grade transfer request ofsubjects andcredits that I earned in my previous studies. I request that these courses and credits be transferred to the

old department new department. Details of the requested transfers are presented in the table below.

No.	Code/Name of previous course	Credits	Grade	Code/Name of the subject to be transferred	Credit	Grade

The following documents are attached: 1) Transcript, 2) Course description and course outline (for applicant requesting transfer from another university/institute)

Thank you for your consideration. If further clarification is necessary, please contact me at the telephone number.....

Signature.....(Student)
(.....)

(turn to the next page)

<p>1. Advisor</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Not approved</p> <p>because</p> <p>.....</p> <p>Signature..... (.....)</p> <p style="text-align: center;">Advisor</p> <p>Date...../...../.....</p>	<p>2. Curriculum Administrative Committee</p> <p><input type="checkbox"/> Approved for the transfer ofsubjects andcredits as detailed below.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 5%;">No</th> <th style="width: 20%;">Code</th> <th style="width: 10%;">Grade</th> <th style="width: 5%;">No.</th> <th style="width: 20%;">Code</th> <th style="width: 10%;">Grade</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td>6</td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td>7</td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td>8</td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td>9</td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td>10</td><td></td><td></td></tr> </tbody> </table> <p><input type="checkbox"/> Not approved</p> <p>because</p> <p>Signature..... (.....)</p> <p style="text-align: center;">Curriculum Chairperson</p> <p>Date...../...../.....</p>	No	Code	Grade	No.	Code	Grade	1			6			2			7			3			8			4			9			5			10		
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<p>3. Educational Services Section of the Applicant's Faculty</p> <p>To: Dean, This student's transfer request is:</p> <p><input type="checkbox"/> 15 days ahead of the start of the semester</p> <p><input type="checkbox"/> The student's first subject and grade transfer request</p> <p><input type="checkbox"/> In compliance with graduate law number 22/2550, Item 5.</p> <p><input type="checkbox"/> In compliance with graduate law number 22/2550, Item 7.</p> <p><input type="checkbox"/> Approved by the curriculum committee to transferSubjects, andcredits.</p> <p><input type="checkbox"/> In need of being presented to the faculty's committee board for their approval</p> <p><input type="checkbox"/> In need of being presented to the Graduate School's committee board for their approval (in the case where a thesis transfer is requested).</p> <p>Signature..... (.....)</p> <p style="text-align: center;">Checker</p> <p>Date...../...../.....</p>	<p>4. Dean of the Student's Faculty</p> <p><input type="checkbox"/> Approved during the Faculty Committee meeting held on</p> <p><input type="checkbox"/> Not approved because</p> <p>Signature</p> <p style="text-align: center;">(.....)</p> <p style="text-align: center;">Dean</p> <p>Date...../...../.....</p> <hr/> <p>5. General Administration Section, Bureau of Academic Administration and Development</p> <p>The fee for a transfer ofcredits has been received in the amount ofBaht, as shown by the receipt number.....</p> <p>Signature..... (.....)</p> <p style="text-align: center;">Checker</p> <p>Date...../...../.....</p>	<p>6. Bureau of Academic Administration and Development</p> <p><input type="checkbox"/> Subjects and credits have been transferred</p> <p><input type="checkbox"/> Report of the final arrangement has been sent to the student's faculty.</p> <p>Signature..... (.....)</p> <p style="text-align: center;">Processor</p> <p>Date</p>																																			

- Note:**
1. The subject and grade transfer application form must be submitted within 15 days after the start of the first semester.
 2. Subjects and grades may be transferred only one time per student.
 3. Applicants who have studied at KKU must attach their grade report forms to the application form.
 4. Grades transferred from other universities or institutes are not added up as part of the student's accumulated grade on their KKU transcript.