

Request form for subject/course transfer for UNDERGRADUATE

Faculty:

Day Month Year

Topic: Request for subject and grade transfer

To: Dean of the Faculty of

I am Mr. /Ms. /Mrs. **Student ID:**.....

Major.....**Faculty**.....**Type** () Regular () Special () International

formerly enrolled as an undergraduate, majoring inFaculty..... Khon Kaen University/Institute I would like to transfer the following subjects and grades I earned from from my previous program.

No.	Code/Name of Course	Credits	Grade	Code/Name of Course	Credits	Grade (Official use only)

The following documents are attached with this form;

1. Transcript showing names of the courses being requested for transfer. Transferable grades are not less than C or 2.00. Transferable credits cannot exceed three-fourths of the targeted program’s required credits.
2. Course description and course outline of the courses being requested for transfer (this applies only for undergraduates transferring from other universities/institutes).

For your consideration and further management

Signature

(.....)

Telephone number

Payment of transferring fee at the student’s Faculty	Faculty Registration	Opinion of the Dean of the student’s current faculty	Report to the Bureau of Academic Administration and Development
The Faculty has received a transfer payment in the amount of 100 Baht Signature..... (.....) Date/...../.....	<input type="checkbox"/> The request form from student’s previous faculty has been checked by the faculty <input type="checkbox"/> The Faculty Committee has agreed to transfer.....subjects;credits Signature, (.....) Date...../...../.....	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved Because Signature, (.....) Date...../...../.....	Serial No. SoTo 0514..... To: Director of the Bureau For your confirmation and further management Signature, (.....) Date...../...../.....

Note: Courses can be transferred only one time in the whole course of study