

**GR. 16A Request form for Certified Letter**

**ENROLLMENT AND GRADUATION**

**Academic Services Section, Faculty of Graduate Studies, Mahidol University**

I am Mr./Mrs./Miss/Rank..... Telephone.....

Student ID Number /  email.....

Level of education  Grad. Dip.  Master  Higher Grad. Dip.  Doctorate degree

Field of Study.....

Faculty/Institute/College.....Mahidol University

Program  Regular  International  Special

**For Student**

1.Certified of student's enrollment status **for.....copy**

2.Certified letter of Graduation **for.....copy**

3.Certified that student has paid tuition fee for semester.....academic year..... **for.....copy**

(Please enclose your receipt or public notice for student who loses the receipt.)

4. Other certified letter (Please specify) **for.....copy**

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**For Non-graduate student**

Certified that **non-graduate student** has paid tuition fee for semester.....academic year.....

(Please enclose your receipt or public notice for non-graduate student who loses the receipt) **for.....copy**

A certified letter will be available approximately 4 working days after this form was submitted (*except for the students who are awaiting approval for their degree to be granted by MU council*).

Place for receiving the requested document  At the Academic Services Section, Salaya  
 At the Branch office at.....(Please specify)  
 By mail (with postal cost)

Student : Signature..... Date.....

Officer : Signature..... Date.....

Cashier : Signature..... Date.....

**Total of requested document.....copy (100 baht/copy)**

**Total amount.....baht**

**Receipt No.....**