

### The Petition for Certificates and Standards of Services (Current Student)

Type of Certificate	Details/Attachs	Duration	
		Tha -prajun	Rungsit
1. Unofficial Transcript	Form of Unofficial Transcript	Immediate	Immediate
2. Student Status Certificate	Form of Student Status Certificate	Immediate	Immediate
3. Pending Certificate	Form of Pending Certificate	- Immediate - 3 Working days (in case late request)	
4. Requisite for Completed all Subjects Certificate	Form of Requisite for Completed all Subjects Certificate	- Immediate - 5 Working Days (In case no name list in university council)	
5. Visa Certificate	- Petitions - Copy of Passport and Expired Date of Visa	7 Working Days	7 Working Days
6. Duration of Study Certificate	- Petition - Transcript (Student must have)	3 Working Days	3 Working Days
7. Diploma Certificate (Endorsed by University Council)	Requisite Form of certificate	Immediate	Immediate

#### Remark

##### 1. Fees of Certificate

- Degree Graduate 50 Baht/Each
- Master Degree 50 Baht/Each

2. Pending Degree Graduate Certificate or Official Certificate work on 3 working days from these following :

- Students declare for their late fulfillment which we must revise and refresh students status before release their current requirement.
- Students request for Certificate which they are still not endorsed by university council

Must awaiting for advisor who revise student's requirement in curriculum.

- Degree's student in general curriculum will have declared their requisition for certificate at The Office of the Registrar on Tha Phachun Campus BUT If they are not in the name list on the Rangsit campus. They must be on pending of endorsement from university council and agreement from Rangsit Campus.

3. The Requisition of Certificate which has never been requested. Please Contact Counter Service on both campus which are :

- The Office of the Registrar, Thammasat University, Rangsit Campus
- A-Nek Prasong Building 1 , 4th Floor The Office of the Registrar, Thammasat University, Tha Prachun Campus