



# REQUEST FORM FOR OFFICIAL DOCUMENTS

Name..... Last name.....

ID.NO. ....Program  Petroleum Technology  
 Petrochemical Technology  
 Polymer Science

### Request for

- Certifying letter for studentship
- Transcript
- Grade report for semester.....academic year.....

### Reasons for requesting

- Visa application      Date of travel: from ..... to .....
- Reason for traveling  Carrying out research
- Attending conference
- Others (please specify) .....

Required documents  
- Invitation letter  
- Request for leave of absence  
- Name of advisor/ funding document/  
Thesis topic

- Extend for the Visa ——— Required document  
- Passport
- Job application
- Application for further study
- Others ( please specify ) .....

Document(s)  English ..... copy(ies)  
 Thai ..... copy(ies)

Address to:  To Whom it May Concern  
 Others .....

Signature.....  
Date of request .....

Received by.....  
Date of receipt .....

**For officer only:**  
The above request has been arranged on .....

Signature .....