



# Memorandum

Department The Petroleum and Petrochemical College Tel. 84113

No.....

Date .....

Subject: Request for approval for

- Changing student status       Changing student scholarship       Informing of external scholarship
- Leave of Absence               Student Resignation               Other.....

Dear Dean

- Enclosure**
- Certification document for changing status together with copy of ID card and Student ID card
  - Scholarship document
  - Other e.g. testing result please specify.....

Mr./Mrs./Miss/Ms./Other..... Student ID .....

Email..... Tel.....

- Master Degree                      Program  PLE       PC       PO
- Doctoral Degree                      Program  PC       PO

The requested subject

- Changing student status       Changing student scholarship       Informing of external scholarship
- Leave of Absence               Student Resignation               Other.....

Reason

- Passing Final Exam: **Date** .....
- Changing student status to PhD Candidate: **Date**.....
- Changing student status from M.S to Ph.D. student.....  
Funding/Scholarship please specify .....
- Other.....

Detailed description of the requested subject .....

Please consider my request.

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

<p><b>1</b> Advisor's Comment</p> <p>.....</p> <p>Signature..... Advisor's signature</p> <p>Date.....</p>	<p><b>2</b> Academic Affairs Staff</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete Document</li> <li><input type="checkbox"/> Request for changing Tuition Fee</li> <li><input type="checkbox"/> Changing status on PPC database Date .....</li> <li><input type="checkbox"/> Other .....</li> </ul> <p>Signature..... Staff signature</p> <p>Date.....</p>	<p><b>3</b> Director of Academic Affairs</p> <p>.....</p> <p>Signature..... Director's signature</p> <p>Date.....</p>
<p><b>4</b> Deputy Dean of Academic Affairs</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Approved</li> <li><input type="checkbox"/> Disapproved.....</li> </ul> <p>Signature..... Deputy Dean Signature</p> <p>Date.....</p>	<p><b>5</b> Dean</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Approved</li> <li><input type="checkbox"/> Disapproved.....</li> </ul> <p>Signature..... Dean</p> <p>Date.....</p>	<p>After the form is approved by Dean, please inform student to receive the form for further approval by financial unit (if any)</p>