



Memorandum

Division: The Petroleum and Petrochemical College, Chulalongkorn University

No. Date.....

Subject: Request for Approval

To Dean

Attachment(s):

- Certification documents for status change with copies of national ID card and student ID card
- Scholarship details, e.g., copy of scholarship contract, payment schedule, disbursement plan, copy of expense rates
- Others (Please specify).....

I, Mr./Ms./Mrs....., Student ID, a student at the

- Master's Program Doctoral Program

Admitted on, would like to request:

- Change of Student Status
 - Approval of Passing the Final Examination held on.....
 - Change of status to PhD Candidate.....
 - Change of status from Master's to Doctoral Program on.....

Change/Add Scholarship Source/ Notification of External Scholarship Award:

- Leave of Absence Cancellation of Leave of Absence

Reason:

- Request for Withdrawal from the Program

Reason:

Should further information or documents be required, I can be contacted at:

Tel: Email:

Respectfully submitted for approval

Student's Signature.....
(.....)

<p>1 Advisor's Comments</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Advisor's Signature..... (.....)</p> <p>Date.....</p>	<p>2 Officer's Comments To Director of Academic Affairs</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Signature..... (.....)</p> <p>Date.....</p>	<p>3 Director of Academic Affairs To: Associate Dean for Academic Affairs</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Signature..... (.....)</p> <p>Date.....</p>
<p>4 Associate Dean for Academic Affairs' Comments To Dean</p> <ul style="list-style-type: none"> <input type="checkbox"/> Approved as proposed <input type="checkbox"/> Others <p>.....</p> <p>Associate Dean's Signature..... (.....)</p> <p>Date.....</p>	<p>5 Decision</p> <ul style="list-style-type: none"> <input type="checkbox"/> Approved as proposed <input type="checkbox"/> Others..... <p>.....</p> <p>Dean's Signature:</p> <p>(.....)</p> <p>Date.....</p>	<p>Note: Once the Dean has signed, please inform the student to collect the documents for submission to the Finance Unit.</p>