Request to Issue a Student ID Card

T. 94

Dear Director of the Center for Educational Sevices

Petitioner: (Mr. / Mrs. / Miss)_____Student ID No._____

ID Card Number or Passport Number | | | | | | | | | | | | | | | | |

Currently a student at the ☐ Bachelor's Degree ☐ Master's Degree ☐ Doctoral Degree level, affiliated with the School of_____, Institute of_____.

Name of Program enrolled: _____. Would like to make a request to issue a new student ID card for the following reason :

☐ Card lost (I confirm this is true otherwise I shall be subject to disciplinary action.)	☐ Card damaged (current card attached)
☐ Change of name and / or last name (documents and current card attached)	☐ Card expired (current card attached)

When submitting this request, I am in a proper student uniform or attire.

This request is for your consideration.

Signature_____Date_____

Contact information Tel._____E-mail_____

For Official Use Only :
☐ Fee Receipt No. RS-1-_____for the amount of_____baht Date_____Signature_____(Cashier)
For student use : I have received my new student ID card. Signature_____Date_____

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