



Requests for educational documents (Former Student)			
Type of Certificates	Detail/Attachment	Work Duration	
		Tha Prachan	Rangsit
1. Requests for educational documents 1.1 Copy of Certificate (Has received) - Official Transcript of Record - Certificate (Thai) - Certificate (English) - Translation of Diploma	Application for Certificates (FM-RID-02)	Immediate (5 working days for no previous data)	1 working day
1.2 Certificate (First time request) - Certificate (English) - Official Transcript of Record (Thai)	Application for Certificates (FM-RID-02)	Immediate (5 working days for no previous data)	3 working days
- Translation for Diploma	Application for Certificates (FM-RID-02)	Immediate (5 working days for no previous data)	3 working days
- Translation of Bhumibol Scholarship	Application for Certificates (FM-RID-02) - Copy of Translation of Bhumibol Scholarship	Immediate (5 working days for no previous data)	3 working days
2. Spelling Certificate	Application for Certificates (FM-RID-02) - Copy of Passport and Copy of Transcript	Immediate	3 working days
3. Signed and Sealed Letter (Envelope for studying abroad)	Application for Certificates (FM-RID-02) - Identify on the envelope "To whom" Attach required documents (in the system) If there is no Form "U", Immediate Receiving	3-5 working days (5 working days for no previous data)	Immediate
4. Certificate (In case of retirement)	Application for Certificates (FM-RID-02)	5 working days 15 working days	2 working days

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5. Unofficial Diploma	General Request Form (FM-RID-04) - Notice - Copy of Identification Card - Copy of Certification or transcript - Payment 3,000 Baht	(Proceed by Office of the registrar At Rangsit Campus)	15 working days

Admissions and Student Records Certificate of Qualification Section

Thammasat University (Rangsit Campus)

18/02/2020