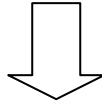
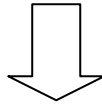


Instructions to submit the General Request Form

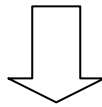
A student obtains the request form at the counter service, Office of Academic Affairs, or downloads at <http://reg.pim.ac.th>.



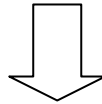
Completely fill out the form.



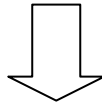
A student is required to meet with academic advisor / head of department / dean for comments or fact clarification.



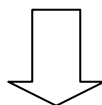
In case of approval, the form will be processed to the Office of Academic Affairs.
In case of denial, the faculty's representative will notify the student.



An officer at the Office of Academic Affairs makes comments and requests the director's approval.



After the director approves the request, an officer will continue with the process and will notify the student.
However, if the request is denied, an officer will notify the student.



Completion.