



Received No.	AA.03
Received by.	Date

## Biographical Information Change Form

Date \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

(Mr./ Mrs./ Ms.) First Name.....Surname.....  
 Telephone. .... Email Address .....

Student ID   

Degree of Study:     Bachelor's Degree             Master's Degree             Doctoral Degree

Field of Study ..... Faculty .....

Reason (s) for changing biographical information (attach supporting documents)

- 1. Change first name from ..... to .....
- 2. Change surname from ..... to .....
- 3. Change the name title from ..... to .....
- 4. Change the address according to the household registration.  
 from .....  
 to .....
- 5. Change the current address from ..... to .....
- 6. Others (please specify) .....

Attachment: Student is required to attach supporting documents that proves the changes and also to self-certify them

- 1. A copy of government issued name change documentation.
- 2. A copy of government issued title change documentation.
- 3. A copy of current household registration.
- 4. Others (Please Specify) .....

**NOTE:** In case of name change, student is required to make a new student ID card. Please contact the counter service at the Office of Academic Affairs to obtain the form and instruction. The new student ID card will be issued within one month.

Student's signature .....  
 (.....)  
 Date ..... / ..... / .....

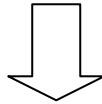
1. Process within the Office of Academic Affairs.

1.1 Director	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
.....	
.....	
Signature .....	
( ..... ) ..... / ..... / .....	

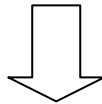
1.2 Manager / SRD Officer	
<input type="checkbox"/> Processed	<input type="checkbox"/> Did not process
.....	
.....	
Signature .....	
( ..... ) ..... / ..... / .....	

## **Instructions to submit the Request Form to Change Student's Profile**

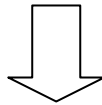
A student obtains the request form at the counter service,  
Office of Academic Affairs, or downloads at  
<http://reg.pim.ac.th>



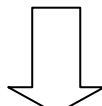
Completely fill out the form.



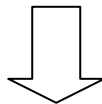
The student submits the request form to the Office of Academic Affairs in  
order to obtain an approval from the director / manager of registration.



Officers process the request.



Notify related departments.



Completion.