



Received No.	AA.04
Received by	Date

Request Academic Records

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

request my academic records for school employment others

Request the following document(s):

Current student (1” color photo in student uniform).

- 1. Certificate of curriculum completion copy
- 2. Academic Transcript Thai version copy English version copy
- 3. Verification of student status Thai version copy English version copy
- 4. Certificate of degree completion Thai version copy English version copy
- 5. Certificate of transfer credits Thai version copy English version copy
- 6. Others (Please Specify)

Graduate (1” color photo in graduation gown).

- 1. Academic Transcript Thai version copy English version copy
- 2. Translation of diploma Thai version copy English version copy
- Others (Please Specify)

Student’s signature

(.....)

Date / /

NOTE:

1. Service fees are under PIM’s regulations.
2. Please show officer the receipt when submitting the request form.
3. The student can pick up the requested document in 3 working business days from the submission date.
4. If the student does not pick up requested documents within 30 days, the documents will be terminated.

Pick up date

Student’s signature

(.....)

Date / /

Request Academic Records – Student’s Part

I (Mr./ Mrs./ Ms.).....Surname.....

Student ID Degree of Study Bachelor’s Degree Master’s Degree Doctoral Degree

Field of Study Faculty

Request: Verification of student status Academic transcript Certificate of degree completion

Translation of diploma Others (Please Specify)

Pick up date

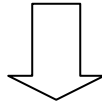
Officer’s Signature.....

(.....)

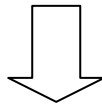
Date / /

Instructions to submit the Request Form for Academic Records

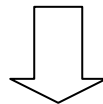
A student obtains the request form at the counter service,
Office of Academic Affairs, or downloads at
<http://reg.pim.ac.th>



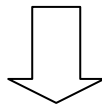
Completely fill out the form.



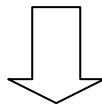
A student is required to pay the processing fee at the Office of Accountancy
and Finance.
(Service fees are under PIM regulations.)



The student submits the request form with 1 color photo
to the Office of Academic Affairs
(1 photo per a request form).
*Undergraduate student is in student uniform or graduation
gown.*
Graduate Student is in graduation gown or business attire.



The student verifies information and receives the documents with signature.



Completion.