

University Registrar's Office

DOCUMENT REQUEST FORM

Date

Instructions and Notes:

- Use this form to request a document form(s) of your CMKL university academic record.
- Complete all sections and submit in person to The Hub (CMKL University, 7th floor) or by email hub@cmkl.ac.th
- Processing time is approximately 1-5 business days.
- Additional charge apply for delivery by courier: <https://www.fedex.com/en-th/shipping/rates.html>

Student Information :

Student ID: _____ Student Email: _____

Student Name: _____

Program: _____

Semester: Fall _____ Spring _____

Please Indicate Document(s) Needed:

Category	Number of copies
<u>For Current Students</u> <input type="checkbox"/> Certification of Student Status (300 Baht/copy)	
<input type="checkbox"/> Official Transcript (300 Baht/copy)	
<u>For Graduate Students (Graduation Year</u> <input type="checkbox"/> Official Transcript (300 Baht/copy)	

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<input type="checkbox"/> Degree Certificate (300 Baht/copy)	
<input type="checkbox"/> Other.....	
Total	

Pickup or delivery instructions (select delivery preference and provide all necessary

- Pick up at The Hub (CMKL University, 7th floor)
- Regular mail (EMS Thailand Post) to address provided below
- Courier to (courier is unable to be delivered to PO boxes).

Recipient name/company _____

Street _____ City _____

Province _____ Postal Code _____

Country _____ Telephone _____

Payment

Requests will not be processed without accompanying payment. See instructions and notes below for payment details.

After you receive an order confirmation email from The Hub, please make a payment and mail a check or money order made payable along with the request a Certificate of Education Form to CMKL University to finance@cmkl.ac.th

Bank: Kasikorn Bank

Bank Branch: King Mongkut's Institute of Technology Ladkrabang

Account Name: CMKL University

Account Number: 0341345979

Student Signature _____

(_____)

Date _____

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Processed by: _____ Date: _____