



## Academic Certification Request (Current Student)

Student ID No. \_\_\_\_\_ Identification ID No. / Passport No. \_\_\_\_\_ School \_\_\_\_\_

Full name (Mr. /Mrs. /Miss) \_\_\_\_\_

Educational Level ( ) Master Degree ( ) Doctoral Degree

Program ( ) Regular ( ) Special Province \_\_\_\_\_ ( ) International / English Program

Contact Address \_\_\_\_\_ Mobile No. \_\_\_\_\_

I would like to receive record: ( ) Self pick-up ( ) By Mail (Self-addressed envelope with stamp enclosed)

## I wish to request the following:

1. Transcript with incomplete academic records <small>(English Only)</small>	No. of Copies
1.1 The transcript showing only grades that are available at the time of request	_____ Copies
1.2 Transcript when all grades are available	_____ Copies

\* All certificates International Programs / English Program are in English only.

2. Other Certificates*	No. of Copies	
2.1 Certification of Student Status	Thai _____ Copies	English _____ Copies
2.2 Certification of Credit Fulfillment <u>but</u> qualifying /comprehensive examination not taken (all academic records reported)	Thai _____ Copies	English _____ Copies
2.3 Certification of Credit Fulfillment <u>and</u> qualifying /comprehensive examination taken <u>but</u> oral examination not taken	Thai _____ Copies	English _____ Copies
2.4 Certification of Degree (awaiting approval for degree to be granted by the Institution council)	Thai _____ Copies	English _____ Copies

Total for \_\_\_\_\_ Copies (100 Baht per copy) Total Fee \_\_\_\_\_ Baht


Remark 1. The Institute reserves the rights not to issue any documents to students whose financial obligations have not been fulfilled.  
2. No photos required for certification request.

Sign \_\_\_\_\_ Requester Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Sign \_\_\_\_\_ Recipient Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Officer's Comment	Director's Comment

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(Part 2 : For Bank Use Only)

National Institute of Development Administration		Statement of Payment Bangkok Bank	
118 Serithai Road, Klongchan, Bangkok, Bangkok 10240 Tel. 02-7273367-69, 02-7273629, 02-7273562		Date _____	
Tax Identification Number 0994000159692 04			
 Bangkok Bank (Br.No. 944) Service Code : DUCFEE (CompCode 00133)	Full name Student _____		
	Customer No. _____ (Student ID No. / Identification No. / Passport No.)		
<b>Service Fee 10.- Baht per Time</b>	Reference No. _____ (Identification No. / Passport No.)		
	Cash Total Fee _____ Baht Total Fee (Capital Letter) _____		
Depositor _____ Mobile _____ (Request is considered complete when the correct amount has been paid.)		<b>Bank Use Only</b> Received By _____	