



Academic and Research transfer request form
 Doctoral degree, School of Engineering
 King Mongkut's Institute of Technology Ladkrabang

Graduate studies affairs
Received no.
Date...../...../..... Time.....

Date.....Month.....Year.....

Subject: Request for academic and research transfer

Attn: Associate Dean, School of Engineering

I (Mr., Mrs., Ms.).....Student

ID:

Course/Program

Department.....

Address no. Sub-district

DistrictCityPostcode.....Contact number.....

would like to request for academic and research transfer, the details are as follows;

Doctoral degree

Doctoral degree

No.	Subject code	Subject name	Grade	Transfer to	Subject code	Subject name
				Transfer to		
				Transfer to		
				Transfer to		
				Transfer to		

▪ **Transfer of qualifying Examination and English proficiency**

No.	Subject name	English proficiency/Qualification (Q.E.)
	<i>(Subject code)</i>	<i>(Semester/Academic year)</i>

▪ Research transfer

No.	Research
1.	<i>Name of article</i>
	<i>Published and the name of the journal and conference</i>
2.	<i>Name of article</i>
	<i>Published and the name of the journal and conference</i>

Please consider/approval this request with the attached herewith

Yours truly,

.....
 (.....)

Officer's opinion	Order

The applicant acknowledges the result of the request

Signature.....

(.....)
 Date.....Month.....Year.....

Certificate letter of academic transfer from advisor

Date.....Month.....Year.....

Attn: Associate Dean, School of Engineering

Subject: Request for academic transfer

Iis an advisor of (Mr., Mrs., Ms.).....

Course/Program.....Department.....

has considered the request of academic transfer. It is appropriate to approve the request, the details as follows;

Doctoral degree

Doctoral degree

No.	Subject code	Subject name	Grade	Transfer to	Subject code	Subject name
				Transfer to		
				Transfer to		
				Transfer to		
				Transfer to		

▪ Transfer of qualifying Examination and English proficiency

No.	Subject name	English proficiency/Qualification (Q.E.)
	<i>(Subject code)</i>	<i>(Semester/Academic year)</i>

▪ Research transfer

No.	Research
1.	<i>Name of article</i>
	<i>Published and the name of the journal and conference</i>
2.	<i>Name of article</i>
	<i>Published and the name of the journal and conference</i>

For your consideration.

.....
(.....)

Student's Advisor

.....

Opinion of Head of department/ Chief of program

.....
.....
.....

.....
(.....)
Head of department/ Chief of program

Note: Evidence required

1. Academic transfer request form (with certificate letter of academic transfer signed by advisor)
2. Transcript (the grade of transferred subject must be “B” or higher)
3. The description of transferred subject
4. Journals and academic conferences (of graduate studies)
5. Two copies of each in No. 2 and No. 4 ข้อ 2.



Request form for consent to transfer academic research

Graduate studies

Date.....Month.....Year.....

I (Mr., Mrs., Ms.).....Student ID:

Course/ProgramDepartment.....

Address no. Contact no.

a student who has returned to study and has been changed a thesis advisor (please specify if there is any change)

- Name of thesis advisor (former).....
- Name of thesis advisor (new).....

would like to transfer academic research article(s) as follows;

1. Research name:.....

.....

2 Research name:

.....

with the purpose of

.....

Research participant(s) has been consented and sign the release as follows

Name-Surname	Signature
1)	
2)	
3)	

Acknowledged for transferring academic research

(Signature).....Thesis advisor

(.....)

Date.....Month.....Year.....

For your consideration and further proceeding

(Signature).....Applicant

(.....)

Date.....Month.....Year.....