



# OFFICIAL TRANSCRIPT

## PETITION

Assumption University

Due Date \_\_\_\_\_

(Staff)

INSTRUCTIONS: See reverse side

<input type="checkbox"/> Postgraduate program	<input type="checkbox"/> Undergraduate program
Faculty _____	Major _____
Minor _____	

1. Mr./Ms./Mrs. \_\_\_\_\_ Admission No. \_\_\_\_\_  
(In English)

\_\_\_\_\_ (In Thai)

2. Permanent Address \_\_\_\_\_ Tel. \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

3. Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

4. Nationality \_\_\_\_\_ Religion \_\_\_\_\_

5. I wish to have the following included in my transcript.

- work in progress
- final grade after recent exams
- degree posted on transcript (graduated student only)

6. If you wish to have "work in progress" included in your transcript, you are required to complete this portion of the form.

No	Course No.						Course title	Credits	Section
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									

7. Total number of transcripts requested at this time \_\_\_\_\_

8. Collected at Office of the University Registrar

- Hua Mak Campus Window 7
- Bang Na Campus SM 116

9. Mailed - see reverse

- Domestic mail # of addresses \_\_\_\_\_
- International mail # of addresses \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

DD/MM/YY

### Official Transcript Petition Slip

Petitioner	Staff
Admission No. _____	Number of transcript requested _____ File No. _____
Name _____	Please come back to receive your transcript on _____
Faculty _____ Major _____	or within 3 months after this <input type="checkbox"/> Hua Mak <input type="checkbox"/> Bang Na
Date of Submission _____ <small>DD/MM/YY</small>	Signature _____ <small>Registration Officer</small>

Please turn over for authorization of third party to pick up your transcript.

**INSTRUCTIONS:**

1. Fill in all the information in the spaces provided.
2. Pay (Baht 50 / copy) at the Office of Financial Management.
3. If mailing
  - 3.1 Domestic mail: Write the address legibly on the provided sticker and submit it with this petition. No fee collected.
  - 3.2 International mail: Pay additional Baht 100 per international mailing address at the Office of Financial Management. Write the address legibly on the provided sticker and submit it with this petition.
4. To request Official Transcripts from abroad ... [abac@au.edu](mailto:abac@au.edu) or fax +66 2 719 1509  
 Fee is US\$10 / copy (including mailing) and paid by Draft, Transfer or Credit Card.

**Note:**

- Request will not be accepted if incomplete.
- Assumption University doesn't allow name changes on Official Transcript after graduation.
- Certification may be issued upon request acknowledging name change.

**Schedule for processing**

- Transcript with work completed to date and / or work in progress (WP) will be ready within 5 days after receipt of the request.
- Transcript with final grade and/or degree posted will be ready approximately one month after the end of final exams.
- If urgent, consult staff and pay Baht 150/copy at The Office of Financial Management. Urgent cases take 1 hour.

**FOR OFFICE USE ONLY**

OFFICE OF THE REGISTRAR	OFFICE OF FINANCIAL MANAGEMENT
Number of International Mailing addresses _____   Signature _____ Date _____ DD/MM/YY	Number of transcripts requested _____ Receipt No. _____ Total amount due ฿ _____  Signature _____ Date _____ DD/MM/YY

**ใบมอบฉันทะ  
AUTHORIZATION**

ข้าพเจ้า นาย/นาง/นางสาว..... รหัส.....  
 I Mr./Ms./Mrs. Admission No.  
 ขอมอบฉันทะให้ นาย/นาง/นางสาว..... เป็นผู้รับใบแสดงผลการศึกษาแทนข้าพเจ้า  
 Authorize Mr./Mrs./Ms. To pick up my transcript(s)

ลงชื่อ..... ผู้มอบฉันทะ  
 Signature ( ) Student Date.....

ลงชื่อ..... ผู้รับมอบฉันทะ

Signature (

) Authorized Party Date.....