**Graduate school Srinakharinwirot University**

**Student Add/Drop Enrollment / Credits Request Form**

To Dean of Graduate school

 I (Mr./Mrs./Ms.) .....................................Last name ………..................................Student ID Number....................................................... Graduate Candidate in ( ) Ph.D. programs ( ) combined Masters–Ph.D. programs ( ) Masters programs

in.………………………..…………………………………………………………….………….. Field………………..………..……………………………………………………………

Faculty of………………………………………………................E-mail ………………………………………………………Tel…………………………………………...........

Semester …………………….. Academic Year …………………………. would like to request to

( ) Add a course ( ) Drop a course ( ) Register More Credits from ……….….. to ……………………..

( ) Change enrollment from **Non Credit** to **Credit** ( ) Enrollment change from **Credit** to Non Credit

( ) Register an **Audit (AU)**

( ) Others ………………………………………………………..........................................................................................................

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Course Code** | **Section** | **Course by Subjects** | **Credits** | **Instructor Signature** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Reason for request:** ………………………………………………………………………………………………………………………….………………… …………………………………………………………………………………………………………………………………………………………………………………

Student Signature …………………………………………….. (Date) ................................

**Remarks** 1) The requests for enrollment change i.e. adding/ dropping courses and examinations (English Proficiency test, Comprehensive Examination, Qualifying Examination) can be submitted within 2 weeks after the deadline specified by graduate school academic calendar. An explanation and justification must be provided along with required documents (if any).

 2) The result will be informed within 7 days.

|  |  |
| --- | --- |
| **1. Advisor’s Decision** | **4. Graduate School’s Decision** |
| Signature ……………………………………………………….. (.................................................................) Date ………………………………………………….. | **4.1 Academic Section**( ) Approve and authorize ………………………. to operate( ) Others ……………………………………………………………………Signature ……………………………………………………….. (.................................................................) Date ………………………………………………….. |
| **2. Program’s Administrative Board Decision** | **4.2 Dean of Graduate School** |
| Signature ……………………………………………………….. (...............................................................) Date ………………………………………………….. | ( ) Approve ( ) DisapproveSignature ……………………………………………………….. (................................................................) Date ………………………………………………….. |

Registration Section

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Signature …………………………………………….. (Date) ............................................