

# Example

## General Request Form

Postgraduate Education Division, the Faculty of Dentistry, Chulalongkorn University

I am: Name.....Miss Bundit....Suksa..... Student ID.....667000032.....

[ ] PhD Degree [ ☒ ] Master's Degree [ ] Graduate Diploma

[ ] Higher Graduate Diploma [ ] Residency Training Program

Department.....Oral Surgery..... Field of Study.....Oral and Maxillofacial Surgery.....

Contact Tel..... Mobile Tel.....06-6700-0032..... Email .....graddentcu@gmail.com.....

### Would like to have a letter to

[ ] certify the complete of course requirements [ ☒ ] certify the enrollment status for.....1.....copy (ies)

[ ] request for an extension of study. Please specify the extension dates.....

[ ] request for the end of leave due to completion of study.

Please specify the work return date.....

[ ] Other matters Please specify.....

### Please mark ✓ in the blank for consideration:

[ ] Thesis in process [ ] Waiting for thesis defense [ ☒ ] for VISA application

[ ] Course requirements have been completed and thesis in process [ ] to apply for further study

[ ] Thesis defense in process (waiting for thesis to be approved) [ ] publication in process

[ ] Others Please specify.....

Please specify your immediate supervisor (name, title, rank etc.)

Organization.....

For VISA application; Country of Destination .....Japan..... Date .....1 May 2023..... To .....6 May 2023.....

Reason to travel .....attended a meeting in Advanced Implant Surgery.....

Hereby, I attach the receipt and CR60 along with my latest GPAX with this General Request Form. When the letter is ready, I myself will come to pick it up and proceed accordingly.

(Signature) .....Miss Bundit....Suksa.....(Student)

Date of request .....1..... Month.....April..... Year.....2023.....

<b>Comment of the advisor</b> ..... ..... Signature..... Name in print..... Date ..... Month ..... Year .....	<b>Comment of the Chairman/Head of Department</b> ..... ..... Signature..... Name in print..... Date ..... Month ..... Year .....
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For Postgraduate Education Division

To Officer,

Please proceed accordingly.

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(Prof. Thanaphum Osathanon, D.D.S., Ph.D.)

Associate Dean for Academic Affairs and Graduate Studies

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

Update 19122024

### Suggestion

1. All forms must have comments and be signed by the advisor and the head of department or chair of program.
2. Student must pay 100 baht fee at the Finance office on the 2<sup>nd</sup> floor of Vach Vidyavaddhana building, and attach the receipt with this General Request Form.
3. CR 60 must be attached with all request forms (except for the request for enrollment status) every time request.

**General Request Form**  
**Postgraduate Education Division, the Faculty of Dentistry, Chulalongkorn University**

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☐ PhD Degree ☐ Master's Degree ☐ Graduate Diploma

☐ Higher Graduate Diploma ☐ Residency Training Program

Department..... Field of Study.....

Contact Tel..... Mobile Tel..... Email.....

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For VISA application; Country of Destination ..... Date ..... To .....

Reason to travel.....

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(Signature) .....(Student)

Date of request ..... Month..... Year.....

<b>Comment of the advisor</b> ..... ..... Signature..... Name in print..... Date ..... Month ..... Year .....	<b>Comment of the Chairman/Head of Department</b> ..... ..... Signature..... Name in print..... Date ..... Month ..... Year .....
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For Postgraduate Education Division

To Officer,

Please proceed accordingly.

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