

Dusit Thani College Request for Graduation Form

Date...../...../.....

ชื่อ นาย/นาง/นางสาว.....นามสกุล.....
ภาษาไทยเขียนตัวบรรจง
(Capital Letter) First Name Mr./Mrs./Ms.....Last Name.....

Student ID. No

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 Major

- B.B.A. Program in Hotel and Resort Management
 B.B.A. Program in Culinary Arts and Restaurant Management

Program 4-Year Transfer Program: Previous educational qualification prior to entering this college.....

The semester I started to study at the college.....academic year.....I request for graduation in semester.....
academic year.....The total number of credits..... I earned (passed not failed)credits G.P.A.....

My Present Address:

House No.....Moo.....Soi.....Street.....
Sub district.....District.....Province.....
Post Code.....Telephone.....E-mail address.....

<p>(1) Library <input type="checkbox"/> No unreturned books SignatureLibrarian/...../.....</p>	<p>(4) Accounting and Financial Department <input type="checkbox"/> No Debt <input type="checkbox"/> Registration graduate and Lifelong alumni registration 5,500 baht <input type="checkbox"/> Transcript/Diploma/Memorial book 1,400 baht As shown in the bill numbered.....and the student is entitled to receive back the following amount of money: <input type="checkbox"/> Damage Deposit Fee amount.....baht Signature..... Accounting and Financial Department/...../.....</p>
<p>(2) Student Development and Service Section <input type="checkbox"/> The evidence of good conduct <input type="checkbox"/> Good conduct evidence cannot be given to the student because..... Signature..... Student Development and Service Department/...../.....</p>	<p>(5) Registration Department I assure you that (Mr./Mrs./Miss)..... is qualified for the B.B.A. Degree. SignatureRegistrar/...../.....</p>
<p>(3) Student Activities and Sport Section <input type="checkbox"/> The number of the student loan contract is..... <input type="checkbox"/> Others..... Signature Student Activities Affairs Department/...../.....</p>	<p>(6) Dean <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved because..... Signature.....Dean/...../.....</p>
<p>I wish to assure you that my previous academic qualifications are authentic. If later, it is found that they are falsified the college has the right to treat all the documents relating to myself including diploma as null and void; and I have no right to claim any loss or damage and may be prosecuted.</p> <p style="text-align: right;">Signature of the Student...../...../.....</p>	

Bachelor's Degree
Instructions for international student who are going to graduate with the

The graduating students are instructed to write a petition requesting for graduation at the Registration Department and attach the following documents:

1. Student Affairs Office

1.1 Two 1.5 inch-sized photos of your own wearing the gown

2. Accounting and Financial Office (Room. 201)

2.1 A copy of your parent's citizen card

3. Registration Department (Room. 1501 on 5th Floor Building 1)

3.1 The graduation – request form

3.2 Five 1.5 inch-sized photos of your own wearing the gown

3.3 A copy of the student's citizen card (in case of change in name or surname, a copy of name or surname change must be attached.)

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Additional Instructions

1. Photograph guidelines: You must be photographed in profile, facing the camera, wearing no sunglasses, no hat, and no beard or moustache; the photo should be 1.5 inch-sized (The College will not accept any polaroid photos or computerized photos and the like).

2. As to dress for photo taking (the photo will be used to affix the certificate)

For female students

- Wear the student uniform and the gown.

- Have a polite hairstyle, without ornaments on the head, no hair covering the face or the eyebrow or the shoulder (in case of long hair, it must be gathered up.)

- Have no earrings.

For male students

- Wear the student uniform and the gown.

- Have a professional short hairstyle with no hair covering the face, the eyebrows, or the shoulders.

3. Regarding the student's debt. Once the student has finished his or her final examination of the last semester, he or she must go to the library and the Finance Department to check debts. If the student fails to clear debts, he or she will not be given a written certification of graduation.

Remark:

With regard to the request for the transcript. The student needs not to write any petition to request for his or her transcript. It is the responsibility of the College to give one transcript to every graduate together with a written certification of graduation. As regards the receiving of a written certification of graduation and damages; the student must go and receive a written certification of graduation by him or herself; no one can receive it in his or her place. In case of receiving a written certification of grades of subjects, any authorized person can receive it in place of the student on the condition that the authorized person must carry with him or her a letter of authorization together with the citizen card. As to when the damages will be paid to the student, the damages-receiving date will be notified by the Finance Department.