



Dusit Thani College
Request for Graduation Form

Date / /

ชื่อ นาย/นาง/นางสาว..... นามสกุล.....

(Capital Letter) First Name Mr./Mrs./Ms..... Last Name.....

(Write down the first and last name in both Thai and English correctly, aligning with National Identification Card).

Student ID:

 Major.....

My Present Address:

House No..... Moo..... Soi..... Street.....

Sub district..... District..... Province.....

Post Code..... Telephone..... E-mail address.....

(1) Library

Verified, no unreturned books.

Signature.....

Librarian

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

(3) Cashier-Student Department

No Debt

Registration Fee 5,500 baht

(Membership Fee for Alumni Association)

Diploma/Memorial book 1,400 baht

The officer has verified the deduction of the damage deposit as recorded in Receipt Book No., Receipt No.

..... A refund is requested for the expense, with an amount of 2,000 Baht withheld as a damage deposit.

Signature.....

Cashier-Student Department

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

(2) Student Affairs

- Attend the graduation ceremony
- Score for behavior
- Graduate Employment Survey
- Image File



Remark:

Signature.....

Student Affairs

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

(4) Registration Department

Verified

The student has completed all requirements signified in the program structure

Pending for Grade result semester academic year

Verify that the prefix, first name, and last name match exactly with the information on the ID card.

Signature.....

Registration Department

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

Remark

1. Please check the title, First Name, and Last Name in the educational service system (reg.dtc.ac.th), aligning with the ID card. If the title, First Name, and Last Name do not match the ID card, student must inform the Registration Department for correction.
2. In case of changes in First Name and/or Last Name, please submit/present evidence of changes.
3. If a student wishes to request for transcript and graduation certificate and Certificate for THE-ICE, please propose the petition and proceed with the payment stated by the college.

Instruction for Graduation Proposal

Students who want to propose their petitions for graduation are required to follow this instruction.

1. Graduation request form is available at:
 - 1) Student Affairs Department (Student Service Room) – at the main corridor of the building 1, Tel: 02-361-7811 ext. 196
 - 2) Registration Department – at room 1501, on the fifth floor of building 1, Tel: 02-361-7811-3 ext. 534, 535
 - 3) On the website: www.dtc.ac.th
2. Image File white background, Format: either “jpg” or “png,” Resolution: 300 PX/IN, not larger than 50KB – 200KB (the file name must be student ID and student’s full name in English).
3. Fill in the required information and follow the instructions carefully.
4. Students must proceed with the payment regarding registration and operational fees for graduation request at the Finance Department on first floor of building 1, Tel: 02-361-7811-3 ext. 195. **Students can check their debt status with the Finance Department. Students with unpaid debt status will not be allowed to propose their graduation requests.

Graduation Portrait Session

1. Female Master or Bachelor Degree Graduates

- Proper hairstyle with natural color, not covering face, and not covering the eyebrows. For long hair, tie it up and slick it back.
- No earrings or accessories allowed.

2. Male Master or Bachelor Degree Graduates

- Proper hairstyle with natural color, not covering face, not covering the eyebrows or shoulders.
- No earrings or accessories allowed.
- No beard allowed.

3. Portrait Studio

Pretty Studio – Located at Paradise Park, 2nd Floor (Klong Thom Zone). In case if students attend the portrait session at Pretty Studio, the studio will photoshop graduation gown and white background to the image. After that, students must submit the image file to the Student Affairs Department for making memorial book.

Item	Price
Image File and Official image size: 1.5-inch	12 photos price 250 baht/6 photos price 200 baht
Image File only	Price 200 baht
Image File and Official image Hair coloring, hairstyling, makeup application, and facial hair removal (in special cases)	12 photos price 350 baht

4. Gown Rental-Tailoring Services

All graduates who are going to attend the graduation ceremony are requesting gown rental and tailoring services. Please stay updated with announcements on the website: reg.dtc.ac.th.

Any graduates who want to use the services but are unable to attend the fitting-measurement session can contact the tailor shop, “Alangkarn Shop,” at 11 Phra Chan Road, Phra Borom Maha Ratchawang Subdistrict, Phra Nakhon District, Bangkok. Tel: 02-222-3829.

Request Form for Graduate Form

First Name (Mr./Mrs./Ms.) Last Name.

Student ID. Tel.

I would like to request for the following document(s):

1. Transcript	50 Baht/copy	<input type="checkbox"/> Thai version No. of Copies:.....
Transcript	50 Baht/copy	<input type="checkbox"/> English version No. of Copies:.....
2. Graduation Certificate	30 Baht/copy	<input type="checkbox"/> Thai version No. of Copies:.....
Graduation Certificate	30 Baht/copy	<input type="checkbox"/> English version No. of Copies:.....
3. Certificate for THE-ICE	50 Baht/copy	<input type="checkbox"/> English version No. of Copies:.....

(for the purpose of applying for a job or studying abroad)

QR Code Operational Fee

	<input type="checkbox"/> Transcript 50 Baht		<input type="checkbox"/> Certificate for THE-ICE English 50 Baht
	<input type="checkbox"/> Graduation Certificate 30 Baht		<p>Thai version documents are available at 80 baht per set</p> <input type="checkbox"/> Transcript <input type="checkbox"/> Graduation Certificate
	<p>English version documents are available at 80 baht per set</p> <input type="checkbox"/> Transcript <input type="checkbox"/> Graduation Certificate		<p>Thai version and English version are available at 160 baht per set</p> <input type="checkbox"/> Transcript <input type="checkbox"/> Graduation Certificate

Remark: Students are required to scan and pay the applicable fee based on the number of requested documents, and along with presenting the payment slip.

First Name (Mr./Mrs./Ms.) Last Name.

Student ID: Tel.

Available on:

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