



General Request Form

PURPOSE OF CONTACT

- Stay Permit Extension: From (DD/MM/YYYY) To (DD/MM/YYYY)
- Visa Cancellation: Effective on (DD/MM/YYYY)
- Reason: Graduated / Resign /
- Visa supporting letter: Apply at Royal Thai Embassy/Consulate in:
- Others (Please specify):

PERSONAL INFORMATION

Full Name: (**Mr. / Ms. / Mrs.**)

Student ID no.: Academic duration:
From (MM/YYYY) To (MM/YYYY)

Level of Study: Bachelor's Degree Master's Degree Doctoral Degree

Type of Student: Regular Internship
 Semester Exchange Short-term Activity
 Others (Please specify):

Faculty/School: Field of study:

KMUTT Scholarship (if any):

Passport no.: Expiry date (DD/MM/YYYY):

Nationality: Mobile number:

Email address:

RECORD OF CLOCK HOUR

Total hours in curricular structure:

Total credits in curricular structure:

Total hours from semester to is

Signature of Advisor: **Date:**

Signature of Department Coordinator: **Date:**

Signature: **Date:**



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General Request Form

FOR OFFICIAL USE: Check List of Documents	
1. Copy of Passport	
2. Copy of Visa Page	
3. Copy of Arrival Stamped Page	
4. Copy of Departure card	
5. Copy of Student ID Card	
6. Original transcript (Regular students only)	
7. Memo from the department/advisor	

Remarks:

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Checked by Date.....