



General request form: Faculty of Economics Kasetsart University

Date.....

To Advisor .....

Student's name..... Student ID# 

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Phone No ..... E-mail .....

Major  EEBA  BEcon

Request for

Add-Drop  Add subject  Late Add subject  Drop subject  Late Drop subject (attach KU3)

Payment  Postpone tuition and fee payments Semester  1<sup>st</sup>  2<sup>nd</sup> Academic year ..... (attach Parent's Signature)

Student Status  Maintain Student Status Semester  1<sup>st</sup>  2<sup>nd</sup> Academic year ..... (attach KU1)  Late

Registration  Late registration Semester  1<sup>st</sup>  2<sup>nd</sup> Academic year ..... (attach KU1)

registration over 22 credits total credit ..... (attach class schedule)

registration below 9 credits total credit .....

Registration over 7 credits for Summer Semester total credit .....

Register for subsequent subject in the same semester as the pre-requisite subject that had failed(F) ..... and these are subsequent subject ...

	Code	Subject	Section	Schedule	Instructor's Signature
1					
2					

Other.....

Specify objective reason .....

Signature ..... Student

<p><b>1 To Chairman</b></p> <p><input type="checkbox"/> Recommend approval .....</p> <p><input type="checkbox"/> Not permitted .....</p> <p>Signature ..... Advisor ...../...../.....</p>	<p><b>4 Dean</b></p> <p><input type="checkbox"/> Recommend approval .....</p> <p><input type="checkbox"/> Not permitted .....</p> <p><input type="checkbox"/> Consideration .....</p> <p>Signature ..... Dean ...../...../.....</p>
<p><b>2 To Dean / Head of Department</b></p> <p><input type="checkbox"/> Recommend approval .....</p> <p><input type="checkbox"/> Not permitted .....</p> <p>Signature ..... Chairman ...../...../.....</p>	<p><b>5 To Director of Office of Educational Administration</b></p> <p><input type="checkbox"/> Please consider and implement</p> <p>Signature ..... Dean ...../...../.....</p>
<p><b>3 To Dean</b></p> <p><input type="checkbox"/> Recommend approval .....</p> <p><input type="checkbox"/> Not permitted .....</p> <p>Signature ..... Head of Department ...../...../.....</p>	