

- Bachelor's Degree
- Master's Degree



Payap University

An English Document Translation
Request Form

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

To: The Director of Registration and Admissions Office

I, Mr./Mrs./Miss

(Make sure that both your first name and last name are spelled exactly as they appear on your transcript.)

Student ID

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has graduated from the Department of

Faculty of

and would like to have document translated into English.

Number ofcopy

- Diploma
- Distinction for Academic.....
- Other.....

Student's Signature/Authorized Representative's Signature.....

Contact Information

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.....
.....

Telephone Number.....

Staff ONLY

Finance Officer ONLY

- Student has outstanding debt.
 - Yes
 - No
- Has received the translation fee for.....copy(s) which cost(s).....THB

Receipt Number

.....

Signature.....

Finance Officer

...../...../.....

Registration Officer ONLY

Scheduled to receive on:

(Date).....

Signature.....

Registration Officer

...../...../.....

For more information:

Registration and Admissions Office
Mae Kao Campus, Payap University,
Muang District, Chiang Mai, 50000

0-5385-1478 Ext. 366-373

<http://reg.payap.ac.th/>

registra@payap.ac.th

Receiver

Signature.....

...../...../.....

Complete as follows:

- Submit this form along with 200 THB per requested copy to the Finance Office.
- Submit this form along with a copy of your Thai document and the receipt to the Registration and Admissions Office then schedule a date and time to pick up the English document.