Payap University

Change of First Name, Last Name, Address Form

To: Director of Registration and Educational Services Office

I, Mr./Mrs./Miss……

Student ID ☐☐☐☐☐☐☐☐☐☐ Current Year of Study…….....

Department…… Faculty……

☐ Bachelor's degree ☐ Master's degree

I would like to change
- ☐ Student's First Name
- ☐ Student's Last Name
- ☐ Student's Address
- ☐ Guardian's First Name
- ☐ Guardian's Last Name
- ☐ Guardian's Address
- ☐ Other……...

from……

……

to…….....

……

Telephone number……

Changing first name or last name (Spell out your new first name and/or new last name)

First Name (English)

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Last Name (English)

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

I have attached document(s) as evidence of the change.

Student's Signature……..……..

(……..)

(Date)……..

(Revised: JT28062011)

Staff Only

Registration Officer

……..

……..

……..

……..……..

……..……..

Signature……..……..……

(……)

(Date)……

Procedure

Student should fill out this form then attach documents verifying the change, submit everything to Window 4 at the Registration and Educational Services Office.

Files which must be attached

Change of first or last name

1. A copy of the changed first/last name document which has been approved by the government office
2. Request form for a new student ID card

Change of address

A copy of the student's house registration on which the student's guardian's name must appear

Change of guardian's name

When the guardian is not one of the student's parents:

1. A letter of agreement from the student's father or mother along with a copy of his or her ID card
2. One copy of the guardian's ID card and house registration