



Request form for Non-Academic/School-Certified Documents

Date: _____ Student's name:(PRINTED)_____ Class: _____

Please select the document you would like to request from the list below.

For students:

1. Letter for **Non-Ed Visa Application** - at a Thai Embassy/Consulate located **outside of Thailand**
- Please provide the full address of the Thai Embassy/Consulate where you will be submitting the application _____.
 - Please note that the Embassy will not accept letters dated over one month. Kindly specify your estimated application date _____.
2. Letter for **Non-Ed Visa Application** – at the Immigration Office in Thailand “ขอเปลี่ยนประเภทการตรวจลงตรา” (Select this option for students currently holding another visa type for Thailand e.g. tourist, Non-O, etc.)
3. Letter for **Non-Ed Visa Extension** – at the Immigration Office in Thailand “ขอยืดต่อในราชอาณาจักรแก่นักเรียนต่างชาติ” (Select this option for students currently holding a Non-Ed visa that is due to expire.)
4. Letter for **Non-Ed Visa Cancellation** – at the Immigration Office in Thailand “ขอแจ้งยกเลิกอายุการตรวจลงตราของนักเรียนต่างชาติ”
5. Current Student Status Certification English / Thai (ตัวสะกดชื่อ) _____
6. Letter of Attendance (upon leaving)
7. Letter for Travel Visa Application - Country/countries being visited: _____
- Travel dates: _____ to _____

For parents/guardian:

8. Letter for **Guardian Visa Application** - at a Thai Embassy/Consulate located **outside of Thailand**
- Please provide full address of the Thai Embassy/Consulate where you will be submitting the application _____.
 - Please note that the Embassy will not accept the letter dated over one month. Kindly specify your estimated application date _____.
9. Letter for **Guardian Visa Application/Renewal** – at the Immigration Office in Thailand “ขออนุมัติการขออยู่ต่อในราชอาณาจักรเพื่อดูแลบุตร”

I acknowledge the conditions below :

1. This request form has been submitted to the Front Office along with a photocopy of the student's valid passport and latest visa stamp page; and/or parent/guardian's valid passport - when requesting for item no. 8 or 9;
2. Requested documents will be ready for collection from the Front Office in five (5) working days from the request date;
3. If you wish for the requested documents to be sent abroad by courier – there will be a courier cost, which will be emailed to you for authorisation before documents will be prepared;

- Please provide: Mailing address _____

Email _____ Mobile phone no. _____

4. The first copy is free. For an additional copy, or to request a change to the content/date of a recently-issued document, a fee of 200 Baht/copy will be required if the requested document is made within 45 working days from the first copy.

Requested by: _____ Mobile phone No./Email: (Required) _____

I will collect the requested document(s) from **S53 (Primary campus)** **T77 (Secondary campus)**