



**Request for Examination Arrangements (special case)**  
**Faculty of Engineering, King Mongkut's Institute of Technology Ladkrabang**

To The Vice Dean of Engineering

Subject: Request for examination arrangements (special case)

I (given name)..... (family name)..... Student ID.....  
 Year..... Degree major..... Semester..... Academic Year.....  
 Current Address.....  
 ..... Tel.....

would like to register to sit an examination (special case) due to an examination conflict and wish to graduate in this academic year. I would like to register to sit \_\_\_\_ examination(s).

1. Course code..... Course title ..... Section.....
2. Course code..... Course title ..... Section.....

For your consideration,

Student's signature.....

Print.....

Date of request ...../...../.....

<p><b>1. Instructor's consideration</b></p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Not approved due to .....</p> <p>.....</p> <p style="text-align: right;">Signature.....</p> <p style="text-align: right;">Instructor</p> <p style="text-align: right;">Date ...../...../.....</p>	<p><b>3. For Officials</b></p> <p>To The Vice Dean</p> <p>.....</p> <p>.....</p> <p style="text-align: right;">Signature.....</p> <p style="text-align: right;">Registrar Officer</p> <p style="text-align: right;">Date ...../...../.....</p>
<p><b>2. Department Chair's consideration</b></p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Not approved due to .....</p> <p>.....</p> <p style="text-align: right;">Signature.....</p> <p style="text-align: right;">Department Chair</p> <p style="text-align: right;">Date ...../...../.....</p>	<p><b>4. Administration's consideration</b></p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Not approved due to.....</p> <p>.....</p> <p style="text-align: right;">Signature.....</p> <p style="text-align: right;">(Assoc.Prof. Dr.Somyot Kiatwanidvilai)</p> <p style="text-align: right;">Vice Dean of Engineering</p> <p style="text-align: right;">Date ...../...../.....</p>

- NOTE:
1. For fourth-year students and above only.
  2. For a request to be completed, approval must be obtained from a course instructor and the Department Chair (1. Instructor's consideration and 2. Department Chair's consideration).
  3. Students must clearly specify an examination venue. If not, the request form will not be considered.
  4. If the request obtains approval, the Office of the Registrar will register to sit an examination for students in approximately 3-4 working days after the Office of the Registrar has received an approved request.