



Request for Registration

Faculty of Engineering, King Mongkut's Institute of Technology Ladkrabang

To The Director of the Office of the Registrar via the Vice Dean of Engineering

Subject: Request for registration

Co-requisite course **For 4th year students (student ID begins with 52) only**

- Course.....Section.....with
- Course.....Section.....

Subsequent course **Old/New Curriculum**

- Course.....Section.....

Other courses

- Course.....Section.....
- Course.....Section.....

I (given name).....(family name).....Student ID.....

Year.....Degree major.....Semester.....Academic Year.....

Current address.....

Tel.....

would like to/reason(s) for request.....

For your consideration,

Student's signature.....

Print.....

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

<p>1. Instructor's consideration</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Not approved due to</p> <p>.....</p> <p>Signature.....</p> <p>Instructor</p> <p>Date/...../.....</p>	<p>3. For Officials/The Administration's consideration</p> <p>To the Vice Dean</p> <p>For your consideration/agree to pass this request to the Office of the Registrar for consideration</p> <p>Signature.....</p> <p>Registrar Officer</p> <p>Date/...../.....</p>
<p>2. Department Chair's consideration</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Not approved due to</p> <p>.....</p> <p>Signature.....</p> <p>Department Chair</p> <p>Date/...../.....</p>	<p>4. To the Director of the Office of the Registrar</p> <p>For your consideration and further action</p> <p>Signature.....</p> <p>(Assoc. Prof. Dr. Somyot Kiatwanidvilai)</p> <p>Vice Dean of Engineering</p> <p>Date/...../.....</p>

NOTE: After approximately three working days, students are required to check the registration result in a transcript. If the requested course(s) does not appear in the transcript, please immediately contact the Office of the Registrar.