Sor Sor Wor .7

# Request for changing personal information

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| Received no. ..... |
| Date ...../...../..... |
| Recipient ..... |

Date ...../...../.....

**Subject**: Request for changing personal information

**Dear** Director, Office of the Registrar,

I (Mr. / Mrs. / Miss / Ms.) .....

student Code | | | | | | | | | curriculum .....program of study..... group.....

a student of [ ] Regular Program [ ] non-regular (SAT-SUN) [ ] non-regular (FRI-SUN [ ] others.....

type of degree [ ] four years [ ] five years [ ] continuing program [ ] others .....

current address .....

postal code.....phone no.....

would like to change [ ] title [ ] name [ ] surname [ ] address

from.....to.....

because.....

**Documents attached**

- Change of title: order of rank, certificate of marriage.
- Change of name : name changing documents
- Change of surname : certificate of marriage, certificate of divorce, and others
- Change of address : home registration certificate

For your consideration.

Yours sincerely,

Signed ..... : Student

(.....)

| | |
|---|---|
| ① **Advisor's opinions**<br>.....<br>.....<br>Signed .....: Advisor<br>...../...../..... | ③ **Office of the Registrar's consideration**<br>.....<br>( ) Approved<br>Signed .....: Director<br>...../...../..... |
| ② **Program's opinions**<br>.....<br>.....<br>Signed .....: Head of program<br>...../...../..... | |