

Receipt #  
Amount.....baht



*WISDOM for Change*

## Request for Letter of Certification National Institute of Development Administration

To Educational Service Director

Name      Mr./Mrs./Miss      First Name      Middle Name      Last Name  
                       

Name of School:  Program:

Student ID: 

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**Contact Address:**

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.....
.....Telephone.....

**I wish to request the following:**

- Letter verifying current student status.....Copier
- Letter verifying **incomplete study**
  - Letter certifying educational attainment (Ph.D./Master Degree/Advanced Diploma)  
Which is awaiting the university council's approval.
  - Letter certifying that all required course work has been completed and that a satisfying result has been obtained in the Comprehensive Examination.
  - Letter certifying that all required course work has been completed but that the Comprehensive Examination has not yet been taken.

- Completed Study**
- Letter Certifying Graduation,.....Copies.
  - Translated Graduation Certificate,.....Copies. (Request to be accompanied by a copy of the Graduation Certificate)

**I wish to:**  pick up the above document(s) in person  
 have thee above document(s) sent by mail (self-addressed envelope needed)

**Signature:**.....

**Date:** .....

<b>fficer's comment</b>	<b>Director's comment</b>	<b>Approved by</b>
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**For Office Use only** I have received the document requested.

**Signature:**.....

**Date:** .....