



Ramkhamhaeng Advent International School

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TRANSCRIPT AND LETTER REQUEST FORM

Ref. No. _____ Date: ____/____/____

Name: _____ Student ID#: _____
(First Name) (Middle Name) (Last Name)

Male Female Present Grade: _____ Completed Grade: _____ Dropping Grade: _____

Present Address: _____

Telephone: _____ Mobile Phone: _____

Transfer to: _____

1. Request for Transcript:

Transcript for Grade 1-8 Number of Copies: _____ @ 200 Baht per copy

Transcript for High School Number of Copies: _____ @ 200 Baht per copy

2. Request for Letter of Certification: Number of Copies: _____ @ 100 Baht per copy

Reason: _____

3. Request for Letter of Recommendation: Number of Copies: _____ @ 100 Baht per copy

To Other School

Other Reasons (Please Specify) _____

**** Please allow 2 – 3 working days for processing. ****

****The first 2 transcripts and letters are free for every school year. ****

Parent's Signature: _____

Date: ____/____/____

Received By: _____

Date: ____/____/____

FOR OFFICE USE ONLY:

REGISTRAR:

Total Number of Copies Requested: _____

Notes: _____

Amount Paid: _____ Baht

Receipt No. : _____

Signature: _____

Date: ____/____/____