

**GR. 16- A Certified Letter (IN ENGLISH)**  
**ENROLLMENT AND GRADUATION**  
*Academic Services Section, Faculty of Graduate Studies,*  
*Mahidol University*

I am Mr. / Mrs. / Miss /Ms./Rank. ....

Student I.D Number         /

Graduate Student     Non-Graduate Student

Program  Grad. Dip.             Master     Higher Grad. Dip.             Doctorate degree

Field of Study. ....

Faculty / Institute/College.....Mahidol University.

Contact student by tel. ....e-mail.....

- 1. Certified of student's enrollment status for ..... copy.
- 2. Certified of Graduation for ..... copy.
- 3. Certified that student has paid tuition fee for semester.....  
academic year..... for ..... copy.
- 4. Other certified letter for ..... copy. Please specify.....  
.....  
.....  
.....

- 5. Non-graduate student who has registered and attended the course :-  
semester.....academic year..... course .....
- semester.....academic year..... course .....
- semester.....academic year..... course .....
- Certified letter of class enrollment and grade obtain for ..... copy.
- Certified of fee payment for ..... copy.

\* A certified letter will be available approximately 4 days starting from the date GR 16-A was submitted, ***with the exception of students who are awaiting approval for their degree to be granted by MU council.***

- \* Place for receiving the requested document
  - at the Academic Services Section, Salaya
  - at the Branch office at .....
  - by mail (*with postal cost*)

Student : Signature ..... Date .....

Officer: Signature ..... Date .....

Cashier: Signature ..... Date .....

Total of requested document..... copy

Total amount..... baht