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The Joint Graduate School of Energy and Environment

King Mongkut's University of Technology Thonburi 126 PrachaUtit Rd., Bangmod, Thungkru, BKK 10140

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**AS07-1****Supporting Documents**

- ☐ 2 Copies of 1.5 inches color photo (Academic gown)  
☐ Others (if any)

**CERTIFICATE REQUEST FORM****Note**

1. Credits for a course will be earned only if the grade is "S" or not lower than grade "C" with a minimum cumulative GPA of 3.00. Grades earned in each semester will appear on the student's transcript. A student receiving a grade below "C" must repeat the course. However, such a grade will also be included in the calculation of the GPA and GPAX. The original as well as the revised grade of all repeated courses will appear on the transcript.
2. Students can submit a request for an official graduate transcript once it has been approved by JGSEE's Board of Trustees.
3. The graduate transcript can be collected 2 weeks after the request has been made. The interim grade report can be collected 1 week after the request has been made.
4. Only complete original documents submitted to the academic services section at the above address no later than the academic calendar of the semester will be accepted.

Semester ..... Academic year .....

Name.....Student ID .....

Degree: ☐ M.Sc ☐ M.Eng ☐ M.Phil ☐ Ph.D. Program .....

E-mail..... Tel.....

Advisor.....

**REQUEST:**

- ☐ Interim grade report for ongoing and defense status: \_\_\_\_\_ Copy(ies) ☐ Graduate Transcript: \_\_\_\_\_ Copy(s)  
☐ Certification letter (as a student request): \_\_\_\_\_ Copy(ies) ☐ Certificate\*: \_\_\_\_\_ Copy(s)  
☐ Certification letter (meet all graduation requirements): \_\_\_\_\_ Copy(ies) ☐ Others (Please specify) \_\_\_\_\_ Copy(s)

**\*Two copies of photo in academic gown of the graduate program**

Reason .....

Student's signature..... Date .....

**Finance only:**

Type	Total Copy	Amount	Cost
<input type="checkbox"/> Interim grade report			Interim grade report (50 Baht/1 Copy)
<input type="checkbox"/> Certificate, certification letter			Certificate, certification letter (50 Baht/1 Copy)
<input type="checkbox"/> Transcript			Transcript (100 Baht/1 Copy)
<input type="checkbox"/> Other			Other (50 Baht/1 Copy)

Amount to be paid ..... Financial Officer's signature ..... Date .....