



## Letter of Authorization (for receiving the diploma or academic documents)

To Whom It May Concern:

I, Mr./Ms. \_\_\_\_\_ Student ID. \_\_\_\_\_ hereby authorize  
Mr./Ms. \_\_\_\_\_ Thai Citizen ID./Passport no \_\_\_\_\_

to collect my graduation diploma (and /or other academic documents) on my own behalf. I am completely acknowledged that the University cannot be re-issued the graduation diploma, so that the University is not responsible for any loss or damage. I am solely responsible.

Kindly handover the graduation diploma (and /or other academic documents) to the undersigned and bearer of this letter.

Signed by:

\_\_\_\_\_  
(Graduated student's signature)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
(Authorized person's signature)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Additional Documents

- 1) A copy of the citizen identification card of the diploma owner (Thai Graduates)/ a copy of passport (non-Thai graduates)
- 2) A copy of the citizen identification card of the representative (Thai)/ Copy of passport (non-Thai)

Office of the University Registrar