

Request for Changing School and Insititute

Student has to file a request form within the specified period (no less than 30 days *before* the semester ends). Please check the period under “Calendar” option.

Procedures :

1. Student can get the form (T.11) at Registration Office, The Center of Educational Services in Classroom Building Complex 2 or print the form out at <http://reg.sut.ac.th>, select “Download forms”, then choose ‘Request Form for Change of School and Institute (T.11)’ under Form for Students section.
2. Complete and sign the form. Also, attach transcript, then present to advisor for consideration and signature.
3. Present the completed form to Registration Office, The Center of Educational Services in Classroom Building Complex 2 for verification.
4. Later, the Registration Office will send the request form (T.11) and attached file to the institute for consideration
5. Student can check the result of consideration at <http://reg.sut.ac.th> before register for the next semester
6. When student is approved to change institute, you have to transfer the courses within the first week of the approved semester. This can be done by request a form for credit transfer from Registration Office, present the form to advisor for consideration and signature, then present to Chair of School for approval which should be written under result of consideration.
7. Student has to present the completed form of course transfer to Registration Office, The Center of Educational Services in Classroom Building Complex 2 within the first 10 days of the semester.
8. All courses that are taken under the old field of study and few chosen elective courses will be transferred (The grades will not change).
9. Registration Office will record the courses that are not transferred which will not be accumulated to the overall grade, after 10 weeks of the withdrawal period.

Remarks :

Qualification to request for the form for change of school and institute (T.11) :

- 1) Currently in a field of study and has a transcript from the field

- 2) Has GPA of 2.00 or more or has approval from the institute committee of the new field of study
- 3) Has met other qualifications specified by the institute committee of the new field of study

Document used in consideration : Transcript