

## Request for Course Transfer for New Students

New students can transfer courses within the first week of semester. However, you can only request once.

### Procedure :

1. Student can request the (T.12) form at Registration Office, The Center for Educational Services in Classroom Building Complex 2 or print the form out at <http://reg.sut.ac.th>, select “Download forms”, then choose ‘Request for Course Transfer for New Students (T.12)’ under Form for Students section.
2. Complete and sign the form, also attach the transcript and present to Chair of School for consideration and signature
3. The office of the institute will send completed form to Registration Office
4. Student can check the result of the consideration at <http://reg.sut.ac.th>