



Approve Absence Protocol

STEP1

Submit the form:

Student must submit a general request form to the Student Affairs office.



STEP2

Contact your advisor:

Request for approval from faculty advisor should be done.



STEP3

Submit the signed request:

After advisor's approval, students should submit the signed request to Student Affairs.



STEP4

Request approval:

Request approval from Vice Dean for Student Affairs.



STEP5

Await formal approval:

Wait for the form to be approved.



CONTACT

Student Affairs Office

TEL : 02-564-4440-4
EXT.4119
TEL : 066-114-1388

1st floor, Piyachart 2 building.



Scan to Download
General request form

- **General request form should write to Vice Dean for Student Affairs.**
- **Upon returning, students should follow up with Student Affairs Office within 48 hours.**
- **Student must submit the request form 1 week prior to the scheduled absence.**
- **University sponsored activities will be given the highest preference.**



General Request Form

Chulabhorn International College of Medicine
Thammasat University

Date...../...../.....

Subject.....

To:

Mr./Miss.....Student ID.....

Program..... Year.....

Current Address.....

.....

.....

Mobile Phone Number.....

I would like to (Please specify details)

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Please consider my request

Yours Sincerely,

.....

Student's signature

❶ Advisor's comment

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Signature.....

Date...../...../.....

❷ Course coordinator/Program president's
comment

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Signature.....

Date...../...../.....

❸ Student Affairs staff's comment

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Signature.....

Date...../...../.....

❹ Vice Dean for Student Affairs'
comment

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Signature.....

Date...../...../.....