

Date.....
Subject: Notification for Overseas Student Leave
Dear President,

First Name Last name.....
Faculty/School.....Major.....
Degree: ☐ Bachelor ☐ Master ☐ Ph.D. ☐ Other.....Student ID.....
NationalityPassport No.....
Date of Leaving Thailand.....Country of Destination.....
Mobile Phone No.....E-mail Address.....

Purpose of Overseas Leave

- ☐ Collect research data
☐ Attend an international conference
☐ Travel back to my home country
☐ Be treated for medical problem
☐ Fulfill work commitments
☐ Go for vacation/traveling
☐ Go for an official study visit/ a training
☐ Others (specify).....

Date of Returning Thailand...../...../.....
(Date) (Month) (Year)

And I have enclosed the followings:

- ☐ A copy of air ticket
☐ Others.....

Sincerely yours,

.....
(.....)

Date of Leaving Thailand

...../...../.....
(Date) (Month) (Year)

Signature.....

Date of Returning to Thailand

...../...../.....
(Date) (Month) (Year)

Signature.....