



โรงเรียนบางกอกทวิวิทย์

Bangkok Bilingual School

Requisition Form for Academic Documents

Date

To: The School Director

Re: Request for academic document/s

I, Mr./Mrs./Miss

Guardian of Master/Miss

Present grade of academic year

Father's name

Mother's name

wish to request for the following documents :

School Certification

in Thai (no. of copies:) in English (no. of copies:)

****1 piece of 2-inch photo is required for each copy****

Por Por -1 (Transcript of Records for Transferring or Graduating Students

****2 pieces of 1.5-inch photos are required ****

Electronic Report Card Grade (no. of copies:)

Student ID Card

****1 piece of 1.5-inch photo is required ****

Others (no. of copies:)

Reason for the request:

.....

Signature Applicant

(.....)

Notes:

- The documents will be issued upon the receipt of the Requisition Form duly completed, together with the student's photograph and copy of the student's passport (if for visa application purposes).
- Method of Collection: personal pick-up with representative others.....
Collection Date:
- For the student photo, the student must wear the school uniform. The paper must be matte. Sticker photos are not accepted.