**Course Registration Request**

(Only for incoming graduate exchange students)

Name / Last Name:

Home institution:

Semester of exchange (Fall / Spring):

Year of exchange:

E-mail address:

**Instruction:**

Due to a limited number of class seats for both TBS and non-TBS courses, all incoming graduate exchange students are required to submit a course registration request via e-mail at interfca@tbs.tu.ac.th as soon as the home institution approves the course equivalency within a specified time period. It is noted that the course allocation is on a first-come-first-serve basis as electronically recorded by the e-mail date of the request submission. The Center will soon after confirm the receipt of the e-mail for reference on both sides. Failure to comply with this instruction may result in disappointment, a deviance of the study plan, or even a delay graduation. There is always a risk that the incoming exchange students need to bear and, upon their choice, be flexible. Thus, the students’ proactive execution is highly recommended.

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| --- | --- | --- | --- |
| **No.** | **Titles and course codes of the requested courses at Thammasat** | **Titles of the equivalent courses at home institutions** | **Result of course allocation****(For The TBS’s Center Staff Only)** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |

This is to approve that the above requested courses are equivalent to those at the home institution.

[Signature]

[Position]

[Home Institution]

This is to confirm the above course allocation result. Any change of the allocated courses requested by the incoming exchange students is to be considered on a case-by-case basis and subject to course seat availability.

[Signature]

Director of International Affairs

Thammasat Business School