



**Request for a Certificate of Study
(for Extension of Study Leave with Affiliated Organization)**

Date: Month: Year:

To: Dean of the Graduate School

I, Mr./Mrs./Ms. Student ID:

Program:Major: Plan :

- I have completed all coursework as required by the program and am currently working on my thesis.
 I have completed credits and have credits remaining.

I would like to request a certificate of study to support my request for an extension of study leave with my affiliated organization. I have been granted study leave for a period of years, which has now expired. However, I have not yet completed my studies. Therefore, I need to request an extension of my study leave until (date) (month) (year). I have attached a work plan (1 set) for consideration.

Currently, I am working asPosition level:
Affiliated with (organization):Department:
Ministry/Institution:Therefore, I kindly request that
the Graduate School issue a certificate of study addressed to my supervisor, holding the position of
.....

Sincerely submitted for your consideration.

Signature: Student

Advisor's Opinion (Thesis/Independent Study Advisor)

.....
.....

Signature:

(.....)

Date:/...../.....

For Graduate School

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.....

Work Plan

*Activities and Implementation Steps	**Year B.E.	Year B.E.

* Please describe details of each step of the work plan to ensure completion, such as data collection, data analysis, and writing stages (Introduction, Methodology, Results, Discussion, Conclusion, etc.), only for the remaining parts until thesis/independent study/comprehensive examination.

** Specify activities completed in the past year and those planned for the following year.

Signature: Student

(.....)

Date:/...../.....

Signature: Advisor

(.....)

Date:/...../.....