

# Request TGGS to Send KMUTNB Official Transcript and Certificate by Post

## Please read carefully before filling out information.

Typewritten is preferred. If handwritten, the form must be legible and completed in blue ink.

## When will the KMUTNB Official Transcript and Certificate be available?

The KMUTNB registrar's office will issue the KMUTNB official transcript and certificate approximately 1-2 months after the student graduated and forward them to TGGS. TGGS cannot determine the exact date to receive these documents.

TGGS will send a copy of the KMUTNB official transcript and certificate to the student via email once TGGS receive them from the KMUTNB registrar's office.

## Delivery Disclaimer

1. The student is not required to pay the shipment fee.
2. TGGS send the degree certificate by post **to the student living abroad only**. **Student who is living in Thailand must pick up documents in person at the TGGS Academic Affairs Office.**
3. TGGS will send the degree certificate to the student via **Thailand Post Service**, which takes approximately **1 week to 1 month for delivery**. **If the student needs the KMUTNB official transcript and certificate urgently, the student must pick them up in person at the TGGS Academic Affairs Office or assign someone to pick them up on the student's behalf and deliver them to the student. The student must be responsible for delivery expenses.**
4. The student agrees and accepts that the courier and delivery service through which the degree certificate is sent to the student by TGGS is operated by a third-party postal or courier service. TGGS does not control or operate any postal or courier company, neither does it control or operate any facility or service provided by the postal or courier company. TGGS or any of its staff, lecturers disclaim any and all liability for any loss or damage caused to the student in the event that his/her documents are delayed/ misplaced/ lost/ damaged by the postal or courier company, whether such delay/ misplacement/ loss/ damage result from negligence, accident, or any other cause. In no event shall TGGS or any of its staff, lecturers be liable for any direct, indirect, punitive, incidental, special, consequential damages or any damages whatsoever due to such delay/



misplacement/ loss/ damage of the documents. Any pursuit of documentation, liaison with the postal or courier company, or any claim for damages against the postal or courier company must be undertaken by the student himself/herself.

5. In case of lost document(s) and the student would like to request a new copy of the document. The original document cannot be reissued by the university; **only the REPLACEMENT documents can be issued.** The student is responsible for the cost of issuing the document(s). To request the replacement document(s) from the university, the student must send/submit a TG91 form, **along with a copy of the police report issued by the police station in the country where the document(s) was lost** to TGGs Academic Affairs.

By submitting this document to TGGs, you agree and accept to all of the terms, conditions and agreements listed.

**\*Required information**

## TGGs Student Information

**First Name\***

**Middle Name**

**Family Name\***

**Gender\***     Male     Female

**Nationality\***

**TGGs E-mail Address\***

**TGGs Student ID Number\***

**TGGs Degree\***     Master     Doctoral

**TGGs Study Program\***

**Scholarship Type\***

TGGs-DAAD                       KMUTNB Full-Tuition Fee Waived                       KMUTNB Partial-Tuition Fee Waived

Self-Support

Other Scholarship (please specify).....



## Address you would like TGGS to send the KMUTNB Official Transcript and Certificate

Recipient name\*

Address\*

City\*

Country\*

Zip code\*

Telephone number\*

Student's Signature\*

Date\*