



**FORM RSU40: REQUEST TO TRANSFER FACULTY OR MAJOR  
WITHIN RANGSIT UNIVERSITY**

Form No. ....

MR/MS/MRS ..... Student's ID .....  
Phone / Mobile Phone Number.....Email Address.....  
Year ..... Faculty..... Major.....  
Latest Cumulative Grade-Point Average (CGPA)..... Request Transfer to Faculty.....  
.....Major .....Program..... Term..... Academic Year.....

I have read and understood Rangsit University's regulation on Transfer Faculty or Major Within Rangsit University and enclosed documents for consideration as follows:

Grade Report

Request to

Transfer all previous courses

Transfer only courses with Grade C and above or equivalent

..... Student's Signature

( ..... ) Student's Name

...../...../..... Date

Adviser's Remarks: .....

.....

..... Adviser's Signature

( ..... ) Adviser's Name

...../...../..... Date

..... Signature

( ..... ) Name

Dean or Head of Major of Previous Faculty/Major

...../...../..... Date

..... Signature

( ..... ) Name

Dean or Head of Major of New Faculty/Major

...../...../..... Date

Steps to Transfer Faculty or Major Within Rangsit University

1. Fill-up FORM RSU40 within thirty (30) days from the opening day of the first or second semester and attach report of grade.
2. Take filled-up FORM RSU40 with report of grade to the Dean of Previous Faculty and the Dean of New Faculty for approval.
3. Go to the Cashier's Office and pay the transfer fee within 2 weeks before the beginning of final examination.
4. Bring your copy of receipt to the Registrar's Office and check your transfer result from the Intranet 3 days after submission of your receipt.

