SOA0111e

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❖ Fill in the form to obtain an SoA&D Card. Bring the form to the **SoA&D Media Office** (room 336 in Computer Section) to take photo. Students must bring their KMUTT Student cards with them.

Full name _____ E-mail _____

Type of Applicant:

☐ Student   ID |__|__|__|__|__|__|__|__| program ☐ AR ☐ IN ☐ ID ☐ CD ☐ BT   year |____|

☐ Permanent Staff   SoA&D No |__|__|__|__|__|__|__|__| Internal Ext. |__|__|__|__| Room |_____|

☐ Adjunct Staff   teaching course _____

☐ Other   ._____

I would like to apply for an SoA&D Card:

☐ New card

☐ Re New existing card

☐ Replacement card (replacement fee is 200.00 baht/card)

I acknowledge that I will follow the rules that associated with the usage of the SOA&D Card.

| | | | | | | | | |

Signature _____   Date (dd/mm/yyyy)

/////////////////////////** **This section is for office use only ****/////////////////////////

APPLICATION PROCESSING

Task	Done by	Date
START ○ Application received		/ /
TAKING PHOTO ○ Photo Name. |_____|		/ /
○ Bar Code (for student) |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|		
ISSUE CARD ○ SoA&D Card Code Expired: ___/___/_____ (☐ check if renew) set 1: |__|__|__|__|__|__|__|__|__|__|__| set 2: |__|__|__|__|__|__|__|__|		/ /
RECEIVING CARD ○ Paid Replacement Fee 200.00 baht (for replacement card) ○ Receiving of SoA&D Card Received by_____Date___/___/_____		/ /
END ○ Record to Database		/ /

Remark: