



Special Registration for a General Education Course Request Form

The Office of General Education, King Mongkut's Institute of Technology Ladkrabang

Request No. Semester /

Date Month Year

Subject: Request for Special Registration for a General Education Course

To: Director of the Office of General Education

- Attachments/Supporting Documents:
1. Copy of student ID card/copy of national ID card
 2. Class timetable of current semester (from the Registration System)
 3. Proof of course registration (screenshot of queue status in the Registration System)
 4. Copy of the transcript (from the Registration System)

I am (Mr./Ms.) Student ID Number.....

Year..... Faculty/ School/ College..... Program.....

Phone Number.....Email Address

I would like to request special registration to add my name for the General Education course.

Course Code Course Title..... Section.....

Instructor Name.....

I certify that my conditions meet all of the following:

- I am a final-year student expected to graduate.
- The course requested is not a free elective course.
- All 4 supporting documents are complete. The supporting documents are incomplete due to.....
- There are no other available classes in the same course category.

- Remark:1)**
- 1) The request will not be considered if the student's conditions do not meet all of the specified conditions.
 - 2) The student submits the request in person at the Office of General Education within the specified period for each semester.
 - 3) If the student does not receive a result notification email within 2 weeks after submission, please contact the Office of General Education.

Student's Signature.....
(.....)

1) For the Course Instructor	2) Officer's Record	3) Director's Comments
I confirm the student's participation in the class.	Received the request on / / Time	<input type="radio"/> Approve <input type="radio"/> Not Approved due to.....
Signature	Action
(.....)	Signature	Signature.....
Instructor	(.....)	(Assoc. Prof. Dr.Ravipat Lapchareonsuk)
Date / /	Position	Deputy Director of General Education
		Date / /

Steps for submitting Special Registration for a General Education Course Request Form

The student carefully reads the announcement from the Office of General Education, KMITL on the Registration Procedures for General Education Courses and checks the preliminary requirements on their own.
www.GenEd.kmitl.ac.th/announcement/



The student can request the form at the service counter at the Office of General Education or download it from www.GenEd.kmitl.ac.th/download-student the Special Registration for a General Education Course Request Form (GE-02)



The student is required to attend the class and receive confirmation from the instructor, with the instructor's signature on the Special Registration for a General Education Course Request Form (GE-02)



The student submits the request form (GE-02) in person at the Office of General Education along with supporting documents within the specified period of each semester.
*The student must take a photo of the request form (GE-02) for record-keeping.



The Office of General Education will inform the results of the request within 2 weeks after submission, through KMITL email.
* If the student does not receive a result notification email, please contact the Office of General Education.



The Office of General Education will add the student's name to the registration system for the approved requests within 10 working days after students received a result notification email.



Announcement from the Office of General Education

King Mongkut's Institute of Technology Ladkrabang

Announcement: Registration Procedures for General Education Courses

1. Advance registration, regular registration, and course additions or changes in the General Education category must be in accordance with the academic calendar of KMITL Registration and Educational Service Office.
2. To request Special Registration for a General Education Course, the student must submit the request in person at the Office of General Education within the specified period. The Office of General Education will review only cases that meet all of the following conditions:
 - 2.1 The student is a final-year student expected to graduate.
 - 2.2 The course requested is not a free elective course.
 - 2.3 The student is required to attend the class and receive certification from the instructor, including the instructor's signature on the request form (GE-02), along with registration evidence from the registration system (a screenshot showing the student in the queue).
 - 2.4 There are no other available classes in the same course category.

This announcement shall be effective from the first semester of the academic year 2024.

Assistant Professor Siripan Murathathunyaluk
Director of the Office of General Education