

**IA-002 Physical ID Card Request Form**  
Faculty of Graduate Studies, Mahidol University

Student Name (Mr. / Miss / Mrs.) .....

Student ID Number          /

Level  Doctoral Degree  Master's Degree  Higher Graduate Dip.  Graduate Dip.

Program of Study .....

Faculty / Institute / College .....

Telephone: ..... E-mail: .....

Please specify your preferable location to pick-up the ID card:

- Faculty of Graduate Studies, Salaya Campus
- Domestic Postal Service via EMS (with additional 50 THB)

**Instructions**

- 1) Student submits the request form to FGS via "Student Service System" > menu "E-document".
- 2) FGS will reply along with payment instruction.
- 3) Payment is **250THB/card**.
- 4) For EMS delivery, **additional 50THB is required**.
- 5) Student submits a proof of payment to FGS.
- 6) Student will be notified via email upon the card is ready to pick-up.

Signature..... Date.....

**For FGS Staff:**

- IA Section
- SA Section

Expiry Date: .....

Signature..... Date.....

**FGS Finance Section:**

Receipt Book No. ....

Signature..... Date.....