



AIT

Asian Institute of Technology

APPLICANT'S RESPONSIBILITIES

INSTRUCTIONS

PLEASE MAKE SURE THAT THE FOLLOWING DOCUMENTS ARE ENCLOSED TO AVOID DELAYS IN PROCESSING OF YOUR APPLICATION.

- AIT Admission Action Form
 - Application for Admission (Form 1)
 - Two Letters of Recommendation (Form 2)
 - Application for AIT Financial Aid (Form 3) – *Only if applying for AIT Financial Aid*
 - Attested Transcript(s) - Use Form 4 to Request
 - Copy of Degree Certificates (*in English*)
 - IELTS or TOEFL or ICE TEFL or AIT English Entry Test (AITEET) or GRE (Analytical Writing) or CET 4 (China) or CU-TEP (Thailand) or ARC (Lao PDR) or Certificate of University Medium of Instruction.
 - Research Outline (*for Doctoral applicants only*)
 - Acknowledgment Cards A & B
 - Application Processing Fee
US\$20 or Baht 800 (when using online application or application forms downloaded from the web) OR
US\$25 or Baht 1,000 (when application forms are received by post from AIT)
-

Application Documents for Degree Applicants:

Degree program applicants should submit the AIT Admission Action Form, including Forms 1, 2 and 4 with complete supporting documents. Doctoral Program applicants must submit a research outline of the proposed dissertation topic. If applying for AIT financial aid, please use the Application for AIT Financial Aid form (Form 3).

Application Documents for Non-Degree Applicants:

Non-degree program applicants should submit the AIT Admission Action Form as well as Forms 1 and 4, attested transcripts in English and relevant degree certificates with English translation.

Applicants are responsible for ensuring that all required documents have been received by the appropriate deadlines. Incomplete application may cause delays in admissions processing. Once submitted, application materials are not released and cannot be returned to the applicant. Applicants will be notified of their application receipt and status by email. The email address should be provided in #2 of the application form (Form 1). If an email address is not provided, the applicant will be notified by post.

Application Processing Fee:

A non-refundable application processing fee of US\$20 (or Baht 800) for online applications or forms downloaded from the web or of US\$25 (or Baht 1,000) for forms received by post, is required to process an application. The application fee may be paid by bank draft, valid credit card or cash and should be made payable to the "Asian Institute of Technology". Please complete the Application Processing Fee Payment Notification Form to prove payment. For Frequently-Asked-Questions on application, **please visit: <http://www.ait.ac.th/apply/faq>**

Send completed application forms with supporting documents to:

Postal Address:

Admissions and Scholarships Unit
Asian Institute of Technology
P.O. Box 4, Klong Luang
Pathumthani 12120, THAILAND
Fax: 6625246326 / Email: admissions@ait.ac.th

Street Address:

Admissions and Scholarships Unit
Asian Institute of Technology
58 Moo 9, Km. 42, Paholyothin Highway
Klong Luang, Pathumthani 12120 THAILAND
Fax: 6625246326 / Email: admissions@ait.ac.th

AIT ADMISSION ACTION FORM

APPLICATION BY MAIL APPLICATION ONLINE

Country: _____

Application Number: _____

(For Institute use only)

APPLICANT MUST TYPE OR WRITE IN BLOCK LETTERS FULL INFORMATION AS REQUIRED IN PART A OF THIS FORM.

A. APPLICATION FOR SCHOOL OF _____ DATE: _____

FIELD OF STUDY/ SPECIALIZATION _____ SEMESTER: _____ YEAR _____

Mr./Mrs./Miss _____

First Middle Last

Please tick the order in which you want your name to appear on all AIT documents: First, Middle, Last Last, Middle, First

Date of Birth: _____

Degree Program Doctor Master
Non-Degree Program Diploma Certificate Special

DO YOU REQUIRE AIT FINANCIAL AID?

Yes No

If no, specify: _____ Sponsor's Name and Address: _____
 External Sponsor
 Self or Family
 Other: _____
(Specify) _____

UNDERGRADUATE (Bachelor) Qualification:

Institution: _____

Degree: _____ Year of award: _____

Major subject: _____ Class rank: _____

Honours: _____ GPA/GPF: _____

GRADUATE (Master) Qualification:

Institution: _____

Degree: _____ Year of award: _____

Major subject: _____ Class rank: _____

Honours: _____ GPA/GPF: _____

THIS PART IS FOR INSTITUTE USE ONLY

B. ADMISSIONS PROCESSING

SUPPORTING DOCUMENTS (CHECK IF PROVIDED)

- Attested Transcript - Bachelor
- Attested Transcript - Master
- TOEFL _____ / IELTS _____ / GRE _____ / Others _____
- Degree Certificate (copy)
- Recommendation 1 Recommendation 2
- Research Outline (only for doctoral applicants)
- Others, specify: _____

RESULT OF ADMISSIONS PROCESSING

- Reject** (do not meet entry requirements)
- Hold** (documents needed)
- Continue** (forward to School for Assessment)

OFFER ADMISSION ONLY

Offer Date: _____

RESULT: Accepted Declined Date: _____

OFFER AIT FINANCIAL AID

Offer Date: _____

RESULT: Accepted Declined Date: _____

Signature: _____ Date: _____
Admissions & Scholarship Coordinator

SPECIAL ASSESSMENT (only if necessary)

Signature: _____ Date: _____
Head, Student Office

Approval: _____ Date: _____
Vice President for Academic Affairs

SCHOOL ASSESSMENT

QUALIFIED FOR ADMISSION TO PREFERRED FIELD OF STUDY?

Yes Interview, if necessary * No interview, go to #2.

*INTERVIEW CONDUCTED BY _____ ON _____
Faculty Name Month/Year

Interview results: Recommended
 Re-apply Need more professional experience
 Further English training needed

Reject
Signature: _____ Date: _____

Hold (further documents required) _____
Signature: _____ Date: _____

Reject Reasons for rejection:
 Poor academic record
 Further study not beneficial at this stage
 Experience not relevant to field of study applied to
 Inappropriate background; transfer application to _____
 Others _____

OFFER ADMISSION SEAT **OFFER ADMISSION SEAT AND POSSIBLE FINANCIAL AID LATER**

- Doctor Certificate of Advanced Studies leading to Doctor (CAS)
- Master Certificate leading to Master
- Master (Dual-Degree Program) MOU/No. of Sem _____
- Diploma Certificate
- Special
- Special (Exchange Program) MOU/No. of Sem. _____
- Recommend Bridging () Full () Partial _____

Signature: _____ Date: _____
Faculty/ FOS Coordinator /Doctoral Advisor

Signature: _____ Date: _____
Department Head

Approval: _____ Date: _____
Dean

OFFER ADMISSION SEAT WITH AIT FINANCIAL AID

- Full AIT administered scholarship (specify Donor) _____
- AIT Fellowship (specify no. of credits) _____
- RTG Fellowship (specify no. of credits) _____

Signature: _____ Date: _____
Department Head

Approval: _____ Date: _____
Dean



AIT

Asian Institute of Technology

Applications and pertinent documents should be mailed to:

Postal Address:
Admissions & Scholarships Unit
P.O. Box 4
Klong Luang
Pathumthani 12120
Thailand

Street Address
Admissions & Scholarships Unit
Km. 42 Paholyothin Highway
Klong Luang
Pathumthani 12120
Thailand

Affix your 1.5" x
1.5" photograph
taken within the
past 12 months.

(Please do not
staple or pin.)

Form 1: Application for Admission (Please types your answers or writes in block letters.)

A. PERSONAL INFORMATION

1 Legal Names

Mr./Mrs./Miss _____
First Middle Last

Please tick the order in which you want your name to appear on all AIT documents: [] First, Middle, Last [] Last, Middle, First

2 Current Mailing Address

Telephone _____ Fax _____ Valid until (Month/Year) _____

3 Permanent Address

Telephone _____ Fax _____ Valid until (Month/Year) _____

4 Email Address _____ Valid Until (Month/Year)

Note: It is important to provide an email address as all pertinent communications from AIT are coursed through email.

5 Sex Male Female

6 Date and Place of Birth

Date of Birth (Day/Month/Year) _____
Place of Birth City/Town _____ Province _____ Country _____

7 Civil Status Single Married If married, no. of children _____

8 Nationality

a. Country of Citizenship _____ b. Country of Residence _____

9 Passport Details (Only if applicable)

Passport No _____ Date of Issue _____
Place of Issue _____ Expiry Date _____

B. ACADEMIC QUALIFICATIONS

- 10 Provide names of all universities and colleges you have attended, listing the most recent institution first. If you have attended more than three institutions, please list the others on a separate sheet of paper. An official transcript of academic record from each college or university must be submitted together with all the application documents. University-attested hard copies are required once admission is confirmed.

Master Degree

Name of University/Institution & Location (City/Province/Country)	Degree/ Major Subject/ Dates Studied	GPA/GPF/Class Rank/Scholastic Honors
Name	Degree	GPA/GPF
	Major Subject	Class Rank/Class Size
Location	Program Duration (Years) _____ From (Mo/Yr) _____ To (Mo/Yr) _____ Degree Awarded (Day/Month/Year)	Honors received

Bachelor Degree

Name of University/Institution & Location (City/Province/Country)	Degree/ Major Subject/ Dates Studied	GPA/GPF/Class Rank/Scholastic Honors
Name	Degree	GPA/GPF
	Major Subject	Class Rank/Class Size
Location	Program Duration (Years) _____ From (Mo/Yr) _____ To (Mo/Yr) _____ Degree Awarded (Day/Month/Year)	Honors received

Other Degrees

Name of University/Institution & Location (City/Province/Country)	Degree/ Major Subject/ Dates Studied	GPA/GPF/Class Rank/Scholastic Honors
Name	Degree	GPA/GPF
	Major Subject	Class Rank/Class Size
Location	Program Duration (Years) _____ From (Mo/Yr) _____ To (Mo/Yr) _____ Degree Awarded (Day/Month/Year)	Honors received

Admission may only be confirmed as soon as the AIT receives attested official hard copies of your transcripts as well as your degree certificates in the English language for Bachelor, Master or other advanced university programs. If available, include an official statement of class rank. A standard Transcript Request (Form 4) is included. For purposes of initial screening, scanned files of degrees are acceptable. **Note: Do not include your secondary or high school certificates.**

C. ENGLISH LANGUAGE PROFICIENCY

- 11 AIT is an international institute with English as the sole language of instruction. Therefore, all applicants must demonstrate an acceptable level of proficiency in writing English before entry. The test approved for admission and minimum scores accepted are listed below. Test scores are valid for only two years:

AIT English Entry Test (AIT- EET)	6	TOEFL – paper based	550
		TOEFL – computer based	210
		iTOEFL	76
IELTS	6	TOEIC	790
CEFR (Europe)	B2	CET – 4 (China)	560

- CERTIFICATE OF UNIVERSITY MEDIUM OF INSTRUCTION: Applicants who have earned a degree at a university at which English is the sole medium of instruction is English, may submit a document signed by the university Registrar attesting to English medium Instruction. Note: Not all English – medium schools meet AIT standards for proficiency and their applicant may be required to submit a valid test score.
- EXEMPTION: Applicants who are citizens of and have been educated in English –speaking country (Australia, Canada, Ireland, New Zealand, the UK, and the USA) are exempted. Proof of citizenship and studies must submit.

Applicants who score English Writing test less than 5.0 will be required to attend English writing courses until they pass the English course – Academic and Technical Writing with a grade ‘C’ or higher; these students are encouraged to attend the AIT bridging program. **Details of the Bridging and the English writing courses, please find here the link:** <http://www.ait.ac.th/education/LanguageCenter/BP#.UIBXjcv-Jok>

D. PLANS FOR STUDY

12 For which semester are you applying? January August InterSem

13 If you are an applicant for a degree program, select degree program:

Master Doctor

If you are an applicant for the Doctoral Program, you may be requested to forward a copy of your Master degree thesis for evaluation.

If you are an applicant for a Joint/Dual Degree Program (*please specify the specific joint university agreement and your home university*) _____

14 If you are an applicant for a non-degree program, select program:

Certificate Diploma Special

If you are an applicant under a special Exchange Program (*please specify the specific joint university agreement and your home university*) _____

15 If you will begin your study with an off-campus course (*applicable only to those under specific joint university agreements*), please identify the home university.

Home university _____

16 Indicate the School and your preferred fields of study in order of priority. Your application will be processed according to the first priority field of study. (*Please refer to the AIT Fields of Study list*).

School _____

Field of Study:

Priority 1 _____

Priority 2 _____

17 Have you ever applied for admission to AIT?

Yes No

If yes, please provide details : Year Applied _____ Application # _____

School _____ Field of Study _____

Outcome of Application _____

18 Have you ever attended a degree program at AIT?

Yes, specify degree program _____ No

19 Have you ever attended a non-degree course at AIT?

Yes, specify course _____ No

E. PROFESSIONAL QUALIFICATIONS

20 Experience (Teaching, Research, Professional, Business, Military, etc): Account for all the time since you began your undergraduate work to the present, other than the time spent in academic training. Please provide employment details in chronological sequence, listing the most recent employment first. (*Attach additional sheets, if necessary*)

Institution or Organization	Position/ Nature of Work (Title/City-Province/Country)	Duration of Work From Month/ Year To Month/Year

NOTE: Please indicate in months and/or years the total length of your full time work experience from the time of graduation from university to your expected date of enrolment at AIT. Months _____ and/or Years _____

21 If you have not been employed since you left university, please describe your professional activities during this period. (*Attach additional sheets, if necessary.*)

22 Please list titles of publications, major papers, or theses of which you are author or coauthor, *if any*. If published, give citation. (*Attach additional sheets, if necessary.*)

23 Please list scholarships, prizes, honors, awards and other recognitions, *if any*. (*Attach additional sheets, if necessary.*)

24 Please list membership in honor societies and professional organizations, *if any*. (*Attach additional sheets, if necessary.*)

F. ADDITIONAL INFORMATION

25 Define your purpose in studying at AIT and describe how your career objectives would be enhanced by pursuing graduate studies at AIT. You may also use this portion to supply additional information which you believe is necessary to support your application for admission to the Institute. (*Please attach additional sheets, if necessary*)

G. FINANCIAL SUPPORT

26 The Institute offers financial aid for the master and doctoral programs, on a competitive basis, to applicants who are outstandingly qualified and to applicants who have strong academic backgrounds and proven financial need.

27 Do you wish to apply for financial aid from AIT? Yes No
If yes, please fill up the Application for AIT Financial Aid form (*Form 3*).

If no, please indicate how you intend to finance your study:

- External Sponsorship Self-Support or Family
 Others (*please specify*):

Please attach relevant documentation including name and address of funding source.

28 If AIT provides you partial financial aid, do you have other sources of funding that can supplement or cover your study costs at AIT? Yes No

If yes, please indicate additional source of funding _____

H. MEDICAL STATUS

29 Please summarize your health and medical history. List physical handicaps, recent treatment by a Physician or psychiatrists, mental health indicators or other relevant information. (Please note that you will be required to submit a Certificate of Health once you receive an offer of admission.)

I. RECOMMENDATIONS

30 To facilitate consideration of your application, the Institute requires two letters of recommendation. Please list below the names and complete addresses of persons to whom you have sent a copy of the AIT standard Letter of Recommendation (*Form 2*). These persons should be well acquainted with your intellectual abilities, academic performance, and personal character. At least one of these Letters of Recommendation should be completed by a university faculty member (*if applicable*).

Name: _____ Name: _____

Position/Designation: _____ Position/Designation: _____

Organization: _____ Organization: _____

Mailing Address: _____ Mailing Address: _____

Email Address: _____ Email Address: _____

Tel/Fax: _____ Tel/Fax: _____

J. APPLICANT SURVEY (Please check all answers that apply)

How did you come to know about AIT?

- Internet search, please specify site _____
- Web advertisements, please specify _____
- Visits of AIT officials to my university
- AIT brochure/promotional materials
- Newspaper/magazine ads, please specify _____
- Classmates/Professors
- Parents/Relatives
- AIT alumni
- Other factors, please specify _____

What is the most important factor that influenced you to apply for graduate studies at this point in time?

- A higher degree will help me to lead to a higher paying job
- Higher education is a natural progression
- A higher degree will help me move up in my organization
- Other factors, please specify _____

What is the most important factor that led you to apply at AIT?

- The quality of education
- The research conducted at AIT
- AIT is the only school that offers a degree in this field
- AIT's overall reputation/prestige
- Availability of financial aid
- Other factors, please specify _____

Besides studying at AIT, what alternatives are you considering?

- Studying at a university in my own country. Which one? _____
- Studying at a university in another country. Which one? _____
- Continuing to work
- Other factors, please specify _____

Rate the usefulness of the following sources of information about AIT.

	<u>Very Useful</u>	<u>Useful</u>	<u>Not Useful</u>	<u>Not Useful at All</u>
AIT website				
AIT brochure/School brochures				
Visits of AIT staff to your campus				
Higher education fair				
Visits to AIT campus				

K. PLEASE READ THE FOLLOWING AND SIGN

I understand that withholding pertinent information requested in this application form or giving false information will make me ineligible for admission to the Asian Institute of Technology and/or face immediate dismissal from the Institute. To the best of my knowledge, I certify that the information contained in this application is true, complete and accurate.

Signature

Date



AIT

Asian Institute of Technology

For Institute use only

Application No. _____

Two letters of Recommendation are required. At least one of these must be completed by a university faculty member. Each form must be completed and signed by the referee himself/herself otherwise, the recommendation will not be considered.

Form 2: Letter of Recommendation

This part is to be completed by applicant

Country: _____

Mr./Mrs./Miss _____

First

Middle

Last

Please tick the order in which you want your name to appear on all AIT documents:

[] First, Middle, Last

[] Last, Middle, First

School and Field of Study at AIT _____

Program of study at AIT: Doctor Master Diploma Certificate

TO THE PERSON EVALUATING THE APPLICANT

The person whose name appears above is applying for admission to the Asian Institute of Technology. In processing the application, AIT places great emphasis on comments given by the applicant's referees. AIT requires your submission of this completed Letter of Recommendation Form as part of our appraisal of the above-named applicant. The Institute realizes that considerable time and effort are needed to respond to this request. Your assistance is therefore greatly appreciated.

This part is to be completed by the person signing this Letter of Recommendation Form.

Name _____

Position/ Designation _____

Organization _____

Address _____

How long have you known the applicant? _____ years _____ months

How have you known the applicant? as a/an

 undergraduate graduate student research assistant teaching assistant

 employee other capacity (please specify) _____

How have you known the applicant? (as his/her)

 head of division/dept./school employer

 teacher in several classes teacher in one class only

 immediate superior in firm other capacity (please specify) _____

 research supervisor

How often have you observed the applicant?

	Daily	Weekly	Monthly	Rarely	Never
at work					
at school					
socially					

Do you expect this candidate to seek employment in the service of his/her home country and countrymen following completion of the studies at AIT? Please explain.

Do you believe this applicant is in good health, emotionally mature and would be able to cope being away from his/her home and family for twenty months or more? Please explain.

Do you believe graduate study is an appropriate option for the applicant at this time? Please explain.

In comparison with other graduate school candidates whom you have known, how would you rate the applicant with respect to the following qualities?

	Outstanding	Good	Average	Poor	Limited opportunity to observe
Intellectual ability					
Maturity					
English comprehension					
Undergraduate performance					
Academic promise					

What is your candid opinion of the applicant's potential to complete the program applied for, considering his/her :
 (a) intellectual capacity, promise of productive scholarship, and ability to carry out research; (b) relative standing among contemporary graduates; (c) ability to pursue higher education for which the medium of instruction is English; and (d) practical experience, if any, in the preferred field of study?

If the applicant has applied for AIT financial aid, which is awarded competitively, please cite outstanding qualities concerning his/her (a) scholastic performance, (b) leadership, (c) personality, (d) potential to contribute to the further development of his/her country and/or the region.

Based on the above, do you recommend the applicant for admission to the Asian Institute of Technology?

- Yes No If yes, do you recommend the applicant
 Strongly With some reservation

Signature _____ Date _____

If you need to mail, please address to:

Postal Address:
 Admissions and Scholarships Unit
 Asian Institute of Technology
 P.O. Box 4, Klong Luang
 Pathumthani 12120, THAILAND

Street Address:
 Admissions and Scholarships Unit
 Asian Institute of Technology
 58 Moo 9, Km. 42, Paholyothin Highway
 Klong Luang, Pathumthani 12120 THAILAND



AIT

Asian Institute of Technology

For Institute use only

Application No. _____

Two letters of Recommendation are required. At least one of these must be completed by a university faculty member. Each form must be completed and signed by the referee himself/herself otherwise, the recommendation will not be considered.

Form 2: Letter of Recommendation

This part is to be completed by applicant

Country: _____

Mr./Mrs./Miss _____

First

Middle

Last

Please tick the order in which you want your name to appear on all AIT documents:

[] First, Middle, Last

[] Last, Middle, First

School and Field of Study at AIT _____

Program of study at AIT: Doctor Master Diploma Certificate

TO THE PERSON EVALUATING THE APPLICANT

The person whose name appears above is applying for admission to the Asian Institute of Technology. In processing the application, AIT places great emphasis on comments given by the applicant's referees. AIT requires your submission of this completed Letter of Recommendation Form as part of our appraisal of the above-named applicant. The Institute realizes that considerable time and effort are needed to respond to this request. Your assistance is therefore greatly appreciated.

This part is to be completed by the person signing this Letter of Recommendation Form.

Name _____

Position/ Designation _____

Organization _____

Address _____

How long have you known the applicant? _____ years _____ months

How have you known the applicant? as a/an

 undergraduate graduate student research assistant teaching assistant

 employee other capacity (please specify) _____

How have you known the applicant? (as his/her)

 head of division/dept./school employer

 teacher in several classes teacher in one class only

 immediate superior in firm other capacity (please specify) _____

 research supervisor

How often have you observed the applicant?

	Daily	Weekly	Monthly	Rarely	Never
at work					
at school					
socially					

Do you expect this candidate to seek employment in the service of his/her home country and countrymen following completion of the studies at AIT? Please explain.

Do you believe this applicant is in good health, emotionally mature and would be able to cope being away from his/her home and family for twenty months or more? Please explain.

Do you believe graduate study is an appropriate option for the applicant at this time? Please explain.

In comparison with other graduate school candidates whom you have known, how would you rate the applicant with respect to the following qualities?

	Outstanding	Good	Average	Poor	Limited opportunity to observe
Intellectual ability					
Maturity					
English comprehension					
Undergraduate performance					
Academic promise					

What is your candid opinion of the applicant's potential to complete the program applied for, considering his/her : (a) intellectual capacity, promise of productive scholarship, and ability to carry out research; (b) relative standing among contemporary graduates; (c) ability to pursue higher education for which the medium of instruction is English; and (d) practical experience, if any, in the preferred field of study?

If the applicant has applied for AIT financial aid, which is awarded competitively, please cite outstanding qualities concerning his/her (a) scholastic performance, (b) leadership, (c) personality, (d) potential to contribute to the further development of his/her country and/or the region.

Based on the above, do you recommend the applicant for admission to the Asian Institute of Technology?

Yes No If yes, do you recommend the applicant
 Strongly With some reservation

Signature _____ Date _____

If you need to mail, please address to:

Postal Address:
Admissions and Scholarships Unit
Asian Institute of Technology
P.O. Box 4, Klong Luang
Pathumthani 12120, THAILAND

Street Address:
Admissions and Scholarships Unit
Asian Institute of Technology
58 Moo 9, Km. 42, Paholyothin Highway
Klong Luang, Pathumthani 12120 THAILAND



AIT

Asian Institute of Technology

For Institute use only
Application No. _____

Form 4: Transcript Request

This part is to be completed by applicant.

Mr./Mrs./Miss _____
First Middle Last

Please tick the order in which you want your name to appear on all AIT documents:
 First, Middle, Last Last, Middle, First

Birthdate (Day/Month/Year) _____

School/Faculty _____

Date of Enrolment _____ Degree Obtained _____

Date of Graduation _____ Major _____

I authorize the release of my academic transcript to the Asian Institute of Technology.

Signature

Date

This part is to be completed by the Registrar/Equivalent College/University Official.

To the Registrar/Equivalent College/University Official:

The above-named person is applying for admission to the Asian Institute of Technology. Our admission procedure requires the applicant to submit a complete set of transcripts (and other relevant documents) together with his/her Application for Admission Form.

Please complete this Transcript Request Form. If you need to explain your institution's grading policy, please do so on a separate sheet of paper. For additional comments, you may write on the back of this form.

Place the completed Transcript Request Form and your statement (if any) in one envelope together with the applicant's transcript. Seal the envelope and sign along the flap. Give the sealed envelope to the applicant. He/she will then forward it to the Institute, unopened. If your institution's policy prohibits release of transcripts directly to students, please forward the transcript to the address shown below.

To further assist AIT in evaluating the applicant's record, please provide the following information, if available:

Applicant's Cumulative GPA/GPF _____ Final Year GPA/GPF _____

Class Rank _____ Total Class Size _____

Registrar or Equivalent College/University Official completing this Transcript Request Form

Name _____ Position _____

Signature _____ Date _____

Institute/University seal

If you need to mail, please address to:

Postal Address:
Admissions and Scholarships Unit
Asian Institute of Technology
P.O. Box 4, Klong Luang
Pathumthani 12120, THAILAND
E-mail: admissions@ait.ac.th

Street Address:
Admissions and Scholarships Unit
Asian Institute of Technology
58 Moo 9, Km. 42, Paholyothin Highway
Klong Luang, Pathumthani 12120, THAILAND



APPLICATION PROCESSING FEE PAYMENT NOTIFICATION FORM

Asian Institute of Technology

Note: This form should be completed only if payment of application processing fee is not done ONLINE.

To be filled by the applicant:

Date : _____

Name: _____ Degree Program: _____
First Middle Last

Please tick the order in which you want your name to appear on all AIT documents: First, Middle, Last Last, Middle, First

Field of study applied to: _____ Semester : _____ Year _____

Application Processing Fee Rates

- US\$20 or Baht 800 (if submitting online application / forms downloaded from the web / reapplication); OR
 US\$25 or Baht 1,000 (if application forms are received by post from AIT)

Modes of Payment

1. **BANK DRAFT.** Payment by bank draft should be in US Dollars or Baht and made payable to the "Asian Institute of Technology". Please mail the original bank draft to AIT.

<input type="checkbox"/> Bank draft <i>Payer will have to bear all incidental bank charges.</i>	Bank Draft No: _____ Draft enclosed in this form? <input type="checkbox"/> Yes <input type="checkbox"/> No	Issuing Bank: _____ _____ _____
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2. **CREDIT CARD.** Payment by credit card may be done by providing the required information below.

<input type="checkbox"/> Credit card <input type="checkbox"/> VISA <input type="checkbox"/> Master Card <input type="checkbox"/> American Express <i>Payer will have to bear all incidental bank charges.</i>	Cardholder's Name: _____ Credit Card No: _____ Valid until: _____ Cardholder's signature: _____ Date: _____
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Payment in Cash (Thai Baht)

3. **CASH.** Applicants based in Thailand or payment by cash through a third party may be done at the Siam Commercial Bank (SCB) AIT Branch or through ATM transfer from the payee's account to AIT's bank account in SCB. A copy of the bank deposit/ATM slip with details (name and purpose of payment) must be attached to the application or send the copy to AIT.

Thai Baht Account: Siam Commercial Bank, Thammasat University Hospital Branch
 Name: Asian Institute of Technology
 Current A/C # 468-046301-2
 Address: 95 Moo 8, Paholyothin Highway
 Klong Neung, Klong Luang, Pathumthani 12120, Thailand
 Swift code: SICOTHBK

Applicants should send this form to the Admissions and Scholarships Unit. The application processing fee is non-refundable and is required each time an application (or reapplication) is submitted. Proof of payment is to be attached to the application.

Send this form to	Mailing address: Admissions and Scholarships Unit Asian Institute of Technology P.O. Box 4, Klongluang, Pathumthani, 12120 THAILAND	Fax and E-mail E-mail: admissions@ait.ac.th Web: http://www.ait.ac.th/AIT/admissions
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Acknowledgement Card

We are pleased to acknowledge receipt of your application for admission to the Asian Institute of Technology. However, the marked item(s) below is (are) not attached to your application. For purposes of initial screening, please e-mail or upload online (www.ait.ac.th/apply) scanned copies of:

- A copy of Bachelor and/or Master degree certificate (*in English*)
- A complete, detailed official student transcript certified by the concerned university (*in English*)
- Letter of Recommendation from named referee(s)
 - a) _____
 - b) _____
- A copy of your IELTS or TOEFL or ICE TEFOW or AIT English Entry Test Score (AITEET) or GRE (Analytical Writing) or CET 4 (China) or CU-TEP (Thailand) or ARC (Lao PDR) or Certificate of University Medium of Instruction.
- A copy of your research proposal / outline (*for Doctoral applicants only*)
- Application Processing Fee
 - US\$20 or Baht 800 (for online applications or application forms downloaded from the web) OR
 - US\$25 or Baht 1,000 (for application forms received by post from AIT)

Please note that once you have CONFIRMED your admission to AIT, original hard copies of the above documents should be submitted to AIT and **mailed promptly to the Admissions and Scholarships Unit, P.O. Box 4, Klongluang, Pathumthani 12120, Thailand, otherwise your admission will not be pursued.**

Your application number is _____. When corresponding with AIT, please refer to this number and write your name in sequence as it appears in your application.

We will inform you of the result of your application in July / November _____.

Name and address to be filled by applicant

AIR MAIL