



Card is received
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Application Form for University Staff Card (OP Staff only)

Name Mr. Miss Mrs. Last name

Passport No.

Division Position

Request for first card

For first card requester, please follow the following steps

1. Fill "Form: OP-002 - Staff card info form (excel file)"
(download at http://op.mahidol.ac.th/orpr/newhr/identity_card/ (Bullet 1.1))
2. Send completed file (Form: OP-002) with photo (named the photo with your passport no.) to **kantima.sua@mahidol.ac.th**
3. Submit this application form (Form: OP-001) to Human Resource Division, 4th floor, Office of the President Building

Request for new card

Reason for request

- Card expires: Please attach expired university staff card
- Change of information: Please attach current staff card and a copy of information changing document(s)
- Loss/Damage card: Please pay for the card fee at Division of Finance and attach the receipt
- Others (Please specify)

I hereby certify that the statements and information above in this application form are true and correct

Sign Applicant

(.....)

Date.....

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|--|
| Director |
| <p>Clock-in/Clock-out station:</p> <p><input type="checkbox"/> Office of The President <input type="checkbox"/> Division of Physical systems and Environment <input type="checkbox"/> Mahidol Learning Center</p> <p><input type="checkbox"/> Prince Mahidol Hall <input type="checkbox"/> Pilot Plant <input type="checkbox"/> Dorm 11 <input type="checkbox"/> MU Nakhonsawan Campus <input type="checkbox"/> MU Amnatcharoen Campus</p> <p style="text-align: right;">Signed</p> <p style="text-align: right;">(.....)</p> <p style="text-align: right;">Director of</p> |