



Walailak University

Request Form for Staff's Residence

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To Walailak University Staff Residence Committee

1. I (Mr./Mrs./Miss).....
Position.....Division/Center/School/Institute.....
Starting Date of Employment .....
Birth place .....

2. Marital Status [ ] Single [ ] Married [ ] Living together but not married
[ ] Divorce [ ] Widowed
Name of spouse (Mr./Mrs.).....
Place of work .....
Position .....
Number of children ..... 1. Name ..... Age .....
2. Name ..... Age .....
3. Name ..... Age .....
4. Name ..... Age .....

3. Name of dependents
(1) .....
(2) .....
(3) .....
(4) .....
(5) .....
(6) .....

4. Current Address
.....
.....Tel .....
[ ] Ownership [ ] Rental ..... per month
[ ] Other (Please specify) .....

Item 5-6 is for applicants who are currently living in Nakhon Si Thammarat, Thailand :

5. Please specify distance from current residence to Walailak University
Approximately ..... km.
6. Transportation taken to Walailak University [ ] Bus services [ ] Car [ ] Other
7. Type of staff residence requested :
[ ] Single staff apartment [ ] Family Apartment (No children)
[ ] Family House (With Children)
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In case the accommodation requested is unavailable,
[ ] I insist on the requested residence. [ ] I am willing to change to an available residence.

8. Do you agree to have another staff share your residence temporarily if the university's staff residence is unavailable?       Agree       Disagree

Reasons .....

9. I have enclosed the following documents for your consideration :

- A copy of dependents' ID Card/housing certificate
- A copy of marriage certificate
- A map showing distance from current residence to Walailak University
- A copy of rental contract
- Other (Please specify) .....

I hereby certify that the information herein is true and correct. I also acknowledge the regulations of Walailak University Staff Residence Committee as of B.E. 2540

Signature .....(Applicant)  
(.....)  
Date ...../...../.....

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**Supervisor's opinion**

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Signature .....  
(.....)  
Position .....  
Date ...../...../.....

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**Staff Residence Committee's opinion**

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Signature .....  
(.....)  
Position .....  
Date ...../...../.....