

Walailak University

Personnel Accommodation Request Form

Date:...../...../.....

Dear: Personnel Accommodation Committee

1. Personal Information

I, (Mr./Mrs./Ms.), age.....years,
position,
Department/Division,
Date of commencement of employment
Educational qualification

2. Marital Status

() Single () Married () Married but not registered () Divorced () Widowed

Spouse's name (Mr./Mrs./Ms.) Position
.....

Place of work Province

Number of children

1) Age years 2) Age years

3)..... Age years 4) Age years

3. Dependents who must reside together (as per university regulations)

Number of dependents persons

1) Name Age years Relationship

2) Name Age years Relationship

3) Name Age years Relationship

4) Name Age years Relationship

4. **Registered Address**

No. Village No. Soi Road

 Sub-district District Province

 Postal code Tel. E-mail

- Own / spouse's house
 Rented house, monthly rentBaht
 Other (please specify)

5. **Current Address**

No. Village No. Soi Road

 Sub-district District Province

 Postal code Tel. E-mail

- Own / spouse's house
 Rented house, monthly rent Baht
 Other (please specify)

6. **Distance from current address to Walailak University:** Approximately kilometers

7. **If you reside in Nakhon Si Thammarat or nearby areas, your mode of commuting is:**

- Public transportation
 Private car
 Other (please specify)

8. **Type of accommodation requested**

- Single staff apartment
 Family staff apartment
 Staff house

Reason for request:

If the preferred type of accommodation is unavailable, I:

- Do not wish to accept other accommodation types
 Agree to accept any type assigned by the university

9. **In case accommodation is insufficient and the university allows other staff members in need to share temporarily, based on mutual consent:**

Agree to share Do not agree to share

Reason:
.....

10. Supporting Documents Attached

- Appointment letter from Walailak University
- Copy of applicant’s house registration
- Map showing route from current address to Walailak University

For family apartment or staff house requests (additional documents):

- Copy of spouse’s house registration
- Marriage certificate

Note: Please attach all required documents before submitting this accommodation request form.

I have read and agree to comply with the *Walailak University Personnel Accommodation Regulations B.E. 2562 (2019)* and certify that all the above information is true and correct.

.....
 (Signature of Applicant)
 (.....)
 Date:/...../.....

Supervisor’s Comments:

.....
.....

Signature

(.....)

Position

Date:/...../.....

Personnel Accommodation Committee’s Comments:

.....
.....

Signature

(.....)

Position

Date:/...../.....