Application for Letter of Recommendation

Date collected: _____

Date submitted: _____

Signature: _____

Application Guidelines:

1. Please complete this form and return it, along with a copy of your academic grade report and current photo.
2. Applicant MUST fill in all necessary details in each section of this form.
3. Requested letter(s) is / are generally available after **10 working days**. Unless otherwise indicated, applicants should check for availability of the requested letter by contacting the Division Office of your program at phone no. 02-700-5000

Applicant Personal Information:

(NOTE: Circle where appropriate)

Full Name: Ms./Mr. _____ Nickname (if any): _____

Student ID No.: _____ Concentration/Major: _____ Overall GPA: _____

Date Graduated: _____ Degree Conferred: _____ Academic year graduated: _____ Trimester: _____

Email address: _____ Phone No.: Home _____ Mobile _____

Online Contact (if any) _____ (Example: Line, Facebook, Blogger, Website, etc.)

Have you ever lived outside of Thailand? ☐ No, I've never lived outside of Thailand before.

☐ Yes, place: _____ duration: _____ years

Requested Issuing Lecturer:

Name of Lecturer: Ajarn / Dr. / Prof. _____

Courses you had taken with this lecturer:

1. _____ Course code: _____ Grade attained: _____

2. _____ Course code: _____ Grade attained: _____

3. _____ Course code: _____ Grade attained: _____

Purpose / reason for requested letter:

☐ Employment – Position applied for: _____

      Area/Sector: _____ (example: sales, finance, IT, banking, etc.)

☐ Graduate Study – Degree/Diploma applied for: _____

      Area/Field: _____ (example: BA, IT, Arts, Engineering, etc.)

☐ Others, please specify in details: _____

_____

For graduated students, are you working or studying?

☐ Employment – Position in: _____

      Company: _____

☐ Graduate Study – Degree/Diploma in: _____

      University/College : _____ Country : _____

☐ No

Accomplishments:

Please list your major accomplishments or achievements during your study at MUIC:

(Example: Club membership, Student activities, Competitions, etc)

1. _____ 3. _____

2. _____ 4. _____

Work Experience:

Please list your major work experiences for the last 2 years (including any internships):

No.	Position	Company	Period	Brief job description
1.				
2.				
3.				

Number of copies requested (max. 4 copies): _____