

Application for Letter of Recommendation

Date submitted: _____

Date collected: _____

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 BA Office at phone no. 02-4415090 ext. 1118/1745.

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: BA / BBA Academic year graduated: _____ Trimester: _____

Email address: _____ Phone Nos.: Home _____ Mobile _____

Online Contact (if any) _____ (Example: 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): _____