

**Office of International Programs
University of the Thai Chamber of Commerce
Recommendation Letter Request form**

To Student Advisor

I Mr./Miss..... Major.....

Student ID.....

in order to further my studies at the Master level or (specify).....

..... Student's name

Please specify your accumulative GPA and number of recommendation letter

1 Requestingcopy/copies of recommendation letter from the dean

Accumulative GPA is

- 3.50 up (no.1 honours)
- 3.25 up (no.2 honours)
- 2.50- 3.24 up
- below 2.50

2 Requestingcopy/copies of recommendation letter from the student advisor

Accumulative GPA is

- 3.50 up (no.1 honours)
- 3.25 up (no.2 honours)
- 2.50- 3.24 up
- below 2.50

3 Requestingcopy/copies of recommendation letter from the teacher

Accumulative GPA is

- 3.50 up (no.1 honours)
- 3.25 up (no.2 honours)
- 2.50- 3.24 up
- below 2.50

Signature Student advisor

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Meaning: Procedures for requesting Recommendation Letter
are listed on the backside

Procedures for requesting Recommendation Letter

- 1 Student request forms from the Dean's office
- 2 Student fills in the form correctly and attach transcript to give to student advisor to sign
- 3 Student can only request not more than 5 copies. If more than 5 copies are needed then the student must pay 20 baht per copy
- 4 The procedure takes approximately 2 weeks time
- 5 On the date to receive the recommendation letter, the student will receive the letter from the Dean's office to petition for the required teacher's signature (In the dean's case, the dean's office will petition for the signature)
- 6 After receiving the requested signatures from the teacher, bring the recommendation letter to the Dean's office for the University's seal