

Office use only

Request no. /

Officer

Date / /



ACADEMIC RECORD INSPECTING/ REVIEWING REQUEST FORM

Written at

Date:

Dear Dean of Faculty of Science (via Deputy Dean for Education and Student Development)

Subject: Request for inspecting/ reviewing of academic record

I, (Mr./ Miss.....)(In elaborate handwriting)

Student I.D. ☐☐☐☐☐☐☐☐ Faculty Major

Year: Emergency contact information: Emergency phone number:.....

I wish to request an inspection of my academic record maintained by the Registrar's Office, Division of Education Administration, Mahidol University as follows:

Reason(s) for the request: ☐ I have not received an academic record.

☐ I have doubts about my academic record because (please specify your reason).....

No.	Subject code		Semester/ Academic year	Academic record		For officer				
				No grade given	Grade obtained	Enrolled in wrong subject ¹	No scholarship money transferred ²	Incomplete enrollment ³	Grade verification ⁴	etc. ⁵
1.	SC_ _ _ _ _	<input type="checkbox"/>	1 st /							
		<input type="checkbox"/>	2 nd /							
2.	SC_ _ _ _ _	<input type="checkbox"/>	1 st /							
		<input type="checkbox"/>	2 nd /							
3.	SC_ _ _ _ _	<input type="checkbox"/>	1 st /							
		<input type="checkbox"/>	2 nd /							
4.	All subjects enrolled	<input type="checkbox"/>	1 st /							
		<input type="checkbox"/>	2 nd /							

..... (Requester's signature)

(.....) (Requester)

Date/...../.....

Office use ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 (please specify)

Dear Head of Department/ School of.....	Dear Deputy Dean for Education & Student Development	Dear Officer concerned
<p>For your perusal and actions. Please send outcome of the results to Division of Educational Affairs.</p> <p>..... (.....) Deputy Dean for Education & Student Development/...../.....</p>	<p>The Department has completed an inspecting/ reviewing of student's academic record. It shows: <input type="checkbox"/> Accuracy and completeness <input type="checkbox"/> Inaccuracy and incompleteness for the following reason(s)</p> <p>The academic record is changed to.....</p> <p>..... (.....) Head of Department / School of...../...../.....</p>	<p><input type="checkbox"/> Issue a notification to</p> <p><input type="checkbox"/> Others (please specify)</p> <p>..... (.....) Deputy Dean for Education & Student Development/...../.....</p>