



Office use only

Request no. /

Received / /

REQUEST FORM

ACADEMIC RECORD INSPECTING/ REVIEWING

Written at

Date:

Dear Dean of Faculty of Science,

(via ☐ Deputy Dean for Education ☐ Deputy Dean for Corporate Communication and International Relations
☐ Assistant Dean for International Program ☐

Subject: **Request for inspecting/ reviewing of academic record**

I, (Mr./ Miss)..... Student I.D. ☐☐☐☐☐☐☐☐

Faculty Major Year

Mobile phone number:.....E-mail

I wish to request an inspection/ reviewing of my academic record maintained by the Registrar's Office, Division of Academic Affairs, Office of the President of Mahidol University as follows:

Reason(s) for the request: ☐ My final grade is not shown in grading system/ 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/...../.....

<p>Dear Head of Department/ School of</p>	<p>Dear <input type="radio"/> Deputy Dean for Education <input type="radio"/> Deputy Dean for Corporate Communication and International Relations <input type="radio"/> Assistant Dean for International Program <input type="radio"/></p>	<p>Dear Officer concerned</p>
<p>For your perusal and actions. Please send final decision on the request to Division of Corporate Communication and International Relations.</p> <p>..... (.....)</p> <p><input type="radio"/> Deputy Dean for Education <input type="radio"/> Deputy Dean for Corporate Communication and International Relations <input type="radio"/> Assistant Dean for International Program <input type="radio"/></p> <p>Date/...../.....</p>	<p>The Department/ School has completed an inspecting/ reviewing of student's academic record. It shows:</p> <p><input type="checkbox"/> Accuracy and completeness <input type="checkbox"/> Inaccuracy and incompleteness</p> <p>for the following reason(s)</p> <p>.....</p> <p>The academic record is changed to.....</p> <p>..... (.....)</p> <p>Head of Department/ School of.....</p> <p>Date/...../.....</p>	<p><input type="checkbox"/> Issue a notification to</p> <p><input type="checkbox"/> Others (please specify):</p> <p>..... (.....)</p> <p><input type="radio"/> Deputy Dean for Education <input type="radio"/> Deputy Dean for Corporate Communication and International Relations <input type="radio"/> Assistant Dean for International Program <input type="radio"/></p> <p>Date/...../.....</p>