Mahidol University
Faculty of Science
International Program

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 Programs** ☐ …………………………………………………………………….)

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__ __ __ __ __	☐ 1st / ☐ 2nd/								
2.	SC__ __ __ __ __	☐ 1st/ ☐ 2nd/								
3.	SC__ __ __ __	☐ 1st/ ☐ 2nd/								
4.	All subjects enrolled	☐ 1st/ ☐ 2nd/								

…………………………………………. (Requester's signature)
(………………………………..) (Requester)
Date …....…..../…...……/….…….

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