



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 Partnerships and Information Management

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/...../.....

Dear Head of Department/ School of	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 Partnerships and Information Management	Dear Officer concerned
For your perusal and actions. Please send final decision on the request to Global Partnerships and International Programs Division (.....) <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 Partnerships and Information Management Date/...../.....	The Department/ School 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) The academic record is changed to..... (.....) Head of Department/ School of..... Date/...../.....	<input type="checkbox"/> Issue a notification to <input type="checkbox"/> Others (please specify): (.....) <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 Partnerships and Information Management Date/...../.....