Request no /	
Officer	
Date /	



ACADEMIC RECORD INSPECTING/ REVIEWING REQUEST FORM

Written at Date:													
Dear	Dear Dean of Faculty of Science (via Deputy Dean for Education)												
Subje	ect: Request for ins	pecti	ng/ reviewi	ng of academic	record								
	I, (Mr./ Miss(In elaborate handwriting)											riting)	
Student I.D. Faculty							Major						
	Year: Emergency contact information: Emergency phone number: 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)													
•••••						• • • •							
				Academic 1	Academic record				For officer				
		Semester/		No grade	Grade	F	Enrolled	No	Incomplete		Grade	etc.5	
No.	Subject code		Academic	given	obtained		in wrong	scholarsh	nip	enrollment ³	verification ⁴		
			year				subject1	money transferre					
_			1 st /			-		transferre	a				
1.	SC		2 nd /										
2.	SC		1 st /										
			2 nd / 1 st /			-							
3.	SC		2 nd /		 								
4			1 st/			-							
4.	All subjects enrolled		2 nd /										
										(D	, , .	, ,	
										(Re	equester's sig	nature)	
						,	Date			/ \	equester)		
Offic	e use □ 1 □ 2 □ 3	3 □ 4	4 □ 5 (pleas	se specify)									
	Head of Departme		`-							ar Officer co			
Demi	For your perusal an			Dear Deputy Dean for Education The Department has completed an					☐ Issue a notification to				
Please send outcome of the results to				inspecting/ reviewing of student's academic									
Division of Educational Affairs.				record. It shows:					☐ Others (please specify)				
				☐ Accuracy and completeness									
			☐ Inaccuracy and incompleteness for the following reason(s)										
			for the following reason(s)										
			The academic record is changed to										
()				()					()				
Deputy Dean for Education				Head of Department of					Deputy Dean for Education				
								////					