



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)

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).....

Table with columns: No., Subject code, Semester/Academic year, Academic record (No grade given, Grade obtained), For officer (Enrolled in wrong subject, No scholarship money transferred, Incomplete enrollment, Grade verification, etc.)

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

Office use [] 1 [] 2 [] 3 [] 4 [] 5 (please specify)

Table with 3 columns: Dear Head of Department of....., Dear Deputy Dean for Education, Dear Officer concerned. Contains instructions and checkboxes for each party.