



Bangkok University

Request for Recommendation Letters

To request for a recommendation letter(s), you can use the request form available online at www.facebook.com/buiaio, or pick up a hardcopy of the form from International Affairs Office at City Campus or the Records Office in both campuses

1. Fill out the form (If the form is incomplete, the processes may take more than 7 working days)
2. Pay the fee at the Financial Affairs Office in both campuses
 - **30 baht** per one Recommendation Letter
 - **30 baht** for one copy of Unofficial Transcript
3. The process of picking up the Recommendation Letter
 - Pick up in person at the office that you requested.
 - Mailing Service (In case you or the university wants to receive the letter by mail)
 - Express Mail Service (Domestic) 40 BTH/ 1-10 recommendation letter(s)
 - Express Mail Service (International) 300 BTH/ 1-10 recommendation letters
4. Submit the **completed** request form at the International Affairs Office or Records Office together with the receipt from item 2
5. Receive an appointment slip 7-10 working days after the submission date.

<p>The process of picking up the letter of recommendation</p> <p><input type="checkbox"/> Pick up in person at the Records Office ○ City campus ○ Rangsit campus</p> <p><input type="checkbox"/> Mailing Service</p> <hr/> <p>Student I.D.</p> <p>First-Last Name.....</p> <p><input type="radio"/> Number of Recommendation Letter(s).....</p> <p><input type="radio"/> One copy of Unofficial Transcript (For the Letter of Recommendation process.)</p> <p><input type="radio"/> Number of the Letter sent by the Express Mail Service (Domestic).....</p> <p><input type="radio"/> Number of the Letter sent by the Express Mail Service (International).....</p> <p>Please specify name-address of the receiver</p> <p>First-Last Name.....</p> <p>Address.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Phone Number.....</p>	<p>*Remarks Please specify the target field of study and the university for packing the envelope (Leave blank if not specified.)</p> <p>1.Name of the University Name: _____ Field of Study_____</p> <hr/> <p>2. Name of the University Name: _____ Field of Study_____</p> <hr/> <p>3. Name of the University Name: _____ Field of Study_____</p> <hr/> <p>4. Name of the University Name: _____ Field of Study_____</p> <hr/> <p style="text-align: center;"><u>Payment</u></p> <p>Payment made</p> <p><input type="radio"/> Number of Recommendation Letter(s).....</p> <p><input type="radio"/> One copy of Unofficial Transcript.....</p> <p><input type="radio"/> Mail Service (Domestic).....</p> <p><input type="radio"/> Mail Service (International).....</p> <p>TotalBaht</p> <p style="text-align: right;">Cashier's Signature..... /...../.....</p>
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Applicant's Name.....Appointment Date/...../.....

By Pick up in person at the ○ IAO ○ Records Office ○ City campus ○ Rangsit campus

Mailing Service

Official's Signature
 _____/_____/_____

For your convenience, kindly contact the office in advance to confirm your pick up at

International Affairs Office: City Campus: Tel. 02-350-3500 ext. 1730-1732 (8.30-17.00 hrs.)

Record Office: City Campus: Tel. 02-350-3500 ext.1551-1553 Rangsit Campus: Tel. 02-902-0299 ext.2551-2554



Bangkok University

Request for Recommendation Letters

I. Personal Information

Name (Mr./Mrs./Miss) _____

Student ID No. _____ Student Status Former Present

School _____ Department _____

Your current address _____

Telephone /Mobile. _____ Email Address _____

Recommendation form to work/ study for a Bachelor Degree Master's Degree Doctoral Degree Others

Field of study _____ / Country _____

II. Recommenders' Name (Must be full time instructors)

1. _____ Relations: Instructor Course Name _____ Course Code _____
 Advisor _____ Others _____ Number of requested Recommendation Letter(s) _____

2. _____ Relations: Instructor Course Name _____ Course Code _____
 Advisor _____ Others _____ Number of requested Recommendation Letter(s) _____

3. _____ Relations: Instructor Course Name _____ Course Code _____
 Advisor _____ Others _____ Number of requested Recommendation Letter(s) _____

Name of Additional Recommenders [In case that the recommenders are not present (e.g., sabbatical leave or business trip)]

4. _____ Relations: Instructor Course Name _____ Course Code _____
 Advisor _____ Others _____ Number of requested Recommendation Letter(s) _____

5. _____ Relations: Instructor Course Name _____ Course Code _____
 Advisor _____ Others _____ Number of requested Recommendation Letter(s) _____

III. Name and Full Address of Target Institutions for Making Envelopes

(Leave blank if not specified.)

1. Institution Name: _____ Field of Study _____
 Institution Address: _____

2. Institution Name: _____ Field of Study _____
 Institution Address: _____

3. Institution Name: _____ Field of Study _____
 Institution Address: _____

4. Institution Name: _____ Field of Study _____
 Institution Address: _____

Total Number of Requested Recommendation Letters _____ Pick up Date ____ / ____ / ____ at _____ Campus

Records Officer

Pick-up Date ____ / ____ / ____

City Campus Rangsit Campus

Applicant's Signature _____

____ / ____ / ____



A Request for University Recommendation Form

Please complete this form

Personal Information

First and Last name (Mr./Mrs./Miss) _____

Student ID No. _____ Student Status: Former Present

School _____ Department _____

Cumulative GPA _____

Activities while studying at Bangkok University (Please specify the activities)

Work Experiences (if any)

Applicant's Signature _____

_____ / _____ / _____