

## Process for requesting internship application letter

### Step 1

- Fill in the required documents listed below and submit to the department of Economics. Wait 2-3 days for the letter of recommendation issued by the department
- 1. fill in "[the requesting form for the letter of recommendation for internship application issued by the department](#)".
- 2. submit "[Undergraduate Internship application form](#)" (need to have approval by advisor) and also attach "transcript" (original manuscript) from registration center.



### Step 2

- Receive the letter from the department and bring it to the organization you apply and wait for a response from the organization

When the organization accepts you for the internship. You need to request letter of submission from the department (Step 3) and attach any evidence that prove the acceptance from the organization or "[Internship request form](#)"

### ขั้นตอนที่ 3

- "[fill in the request form for the letter of submission](#)" and choose the topic  
 letter of submission for internship (attach any evidence prove acceptance from the organization or [Internship request form](#))
- "fill in the requesting form for the letter of recommendation for internship application issued by the department" again if the organization reject and you want to apply for internship at another place.



### ขั้นตอนที่ 4

- Obtain the letter of submission attaching [internship assessment form](#) with confidential envelop from the department and submit them to the organization on the start date

PS : In case of already contacting the organization and got an acceptance letter from the organization. You can move directly to step 3 (no step 1 and 2)

## Process after completing the internship

### Document submitted to the department



#### Step 1

1. “[Internship assessment form](#)” ( to be completed by the intern supervisor) in confidential envelop issued by the department
2. “[Student Intern self-evaluation form](#)” or
3. “**Internship completion letter or internship certificate**” (issued by your work place) making a copy of “**Internship completion letter or internship certificate**” attach “**Recognition of Internship as Extracurricular Activity Request form**”

#### Step 2

Bring “**Recognition of Internship as Extracurricular Activity Request form**” (attach a copy of “Internship completion letter or internship certificate”) to your advisor to indorse and submit to the department for endorsement by the head of the department.

#### Step 3

Bring all document in step 2 to the education services office 2<sup>nd</sup> floor Economics Laboratory building, faculty of Economics for endorsement by Dean or Vice Dean for Student Affairs

#### Step 4

Bring all document in step 3 to Student Affairs Division, Rapee Sagarik Building