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".

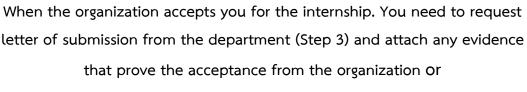


2. submit "<u>Undergraduate Internship application form</u>" (need to have approval by advisor) and also attach "transcript" (original manuscript) from registration center.



Step 2

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



"Internship request form"

ขั้นตอนที่ 3

- "fill in the request form for the letter of submission" and choose the topic
 - $\hfill \Box$ 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 <u>internship assessment form</u> 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 <u>step 2</u> to the education services office 2^{nd} floor Economics Laboratory building, faculty of Economics for endorsement by Dean or Vice Dean for Student Affairs

Step 4

Bring all document in <u>step 3</u> to Student Affairs Division, Rapee Sagarik Building