# Recommendation Request Instruction

First, if you haven’t sent to me already, please attach

* 1. Your resume or CV.
  2. Your “Statement of Purpose” (aka “Application Essay”, “Objectives for Graduate Study”, “Personal Background”, “Cover Letter”).   
     (This is usually the letter that you write to describe why you want to be there and what will you do.)

Part of these documents may also answer some of the questions that I ask below. Please copy that relevant part(s) here as well.

Next, to help me write your recommendation letter, please answer these questions for me. You may answer these questions in Thai if you find it difficult to explain some points. Keep proper noun(s) (ชื่อเฉพาะ) in English though. (You may also give the corresponding Thai name as well in case you translate the name yourself or you are not so sure that I will understand the English name.) Type in non-black color (e.g. blue) so that your added part can be seen clearly.

1. Complete your information in the table below.

|  |  |
| --- | --- |
| Name | For example, Mr.Prapun Suksompong |
| SIIT Student ID |  |
| Curriculum | For example, Electronics and Communication Engineering Curriculum (2011). You can find this information on your transcript or from SIIT’s reg website. |
| Most recent SIIT CGPA |  |

1. In the table below, indicate
   1. which institutions/universities are the recommendation letters for? What are the deadlines for them?
   2. Is there any provided form (Yes = There are specific questions that I have to answer, No = I can write freely about anything.)?

If there is a provided form, **please fill in as much details as possible**. This includes, for example, your name and my name, your address and my address, etc. You may need some part (or all) of the following information:

Asst. Prof. Dr.Prapun Suksompong

Chairperson of Electrical Engineering Program

School of Information, Computer and Communication Technology (ICT)

Sirindhorn International Institute of Technology

Thammasat University, Bangkadi Campus

131 Moo 5, Tiwanond Road, Bangkadi, Mueang, Pathum Thani 12000, Thailand

Tel. +66 (0) 2501 3505~20 Ext 5013 Fax Ext 5025

Email: [prapun@siit.tu.ac.th](mailto:prapun@siit.tu.ac.th)

* 1. In which format do they want the recommendation letter be submitted?   
     (Possibilities of the format could be
     1. **online submission** whose link will be sent directly to Dr.Prapun’s email
     2. **email submission** in which Dr.Prapun emails your recommendation letter to some specific email addresses that the they provide.
     3. a hardcopy of the letter in a sealed and signed envelope (which you can pick up from our EC secretary)
     4. a scanned letter which you will email to them by yourself.

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| --- | --- | --- | --- | --- |
| Institution’s Name | Country | Deadline | Provided Form? | Format |
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Note that, in general, I prefer **(i) or (ii)**. We also try to **avoid (iii) and (iv)**. Recommendation letter is usually confidential.

If you choose format (iii) or (iv) because the instructions for the application require you to do so, please screen-capture that part of the requirement (from the university’s instruction) and paste it for me to see here as well.)

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For the deadline, give me at least two weeks after you send me this completed form.

1. In which area of study are you applying? Why?
2. How long do we know each other? (from which mm/yyyy and for how long?)

How did you first know me? (as an instructor for your course or from some other ways?)

1. What are your connections with me?
   1. Did you took my courses? In which case, tell me what the courses were and what grades did you received.   
      Were there any aspects worth mentioning in that class? For example, were there any challenging topics that you find extremely difficult in the beginning but you master them in the end. Were you the leader of the group when we worked on group quiz?

|  |  |  |  |
| --- | --- | --- | --- |
| Courses (Code and Title) | Semester/Year | Grade | Remarks |
|  |  |  |  |
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* 1. Were you my academic advisee? Which year and semester did you join our program?
  2. Were you my senior-project advisee or am I a member of your committee. Please provide the name of the project and the grades that you received. If you have some published works (conference or journal paper) or prototype, please also list them for me. Also, did we co-author any paper(s)?

1. If you are applying for an area outside of electronics and communications, do you have some experience in that field (e.g. taking course)?
2. Why do you want me to write your recommendation letter? Why not some other professor(s)?
3. Are you also asking other persons (professors, supervisors, etc) to write recommendation letter(s) for you? Please list their names and their connection with you here.
4. Is there any specific thing that you would like me to mention? Don’t be shy.
5. Before you email this file back to me, add your name to the end of the file name.  
   (Note: email the MS Word file back to me. Do not convert to pdf or another format.)

Additional request: When the results are announced, please let me know whether you get accepted.