

Letter of Recommendation

**Khon Kaen University Scholarship for ASEAN and GMS Countries’ Personnel**

of Academic Year 2015

*Please complete two copies of this form together with application form package*

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# *COMPLETE ALL PAGES* ***BY TYPING*** *IN BLOCK CAPITALS AND* ***SIGN***

# *PLEASE MARK ‘X’ IN BOXES AS APPROPRIATE*

**To the Applicant:** Please complete Part I below and include the Letter of Recommendation from your referee with your completed Application Form, ***Please do not return the Letter of Recommendation directly to the Khon Kaen University.***

**To the Referee:** This Letter of Recommendation, which will remain confidential, will be used in assessing the applicant for admission to the study program in Khon Kaen University. Please complete Part II with **two original copies by typing and sign your name below formally**. And please enclose your Letter of Recommendation for the applicant in the envelope provided, sign your name over the sealed flap and return the sealed envelope to the applicant. ***Please do not return the Letter of Recommendation directly to the Khon Kaen University.***

**Part I – To be completed by the Applicant:**

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| --- | --- | --- | --- | --- |
| **Family Name (last Name)** |  | **First Name (s)** |  | **Sex** |
|  |  |  |  |  |

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| **Proposed Program of Study** |
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**Part II – To be completed by the Referee:**

Please note that referee must be the Dean/Director of the Faculty/Institution where the applicant will work after his/her graduation from host Institution.

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| --- | --- | --- |
| **Family name (last name)** |  | **First Name** |
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| --- | --- | --- |
| **Position** |  | **Name of institution/university** |
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| --- |
| **Permanent personal address** |
| **Number and Street name:**  **City:**  **Postcode:**  **Country:**  **Telephone (with international code):**  **Facsimile (with international code):** **Email:** |

The person named above is applying for admission to Khon Kaen University. Your honest candid evaluation is most helpful in our consideration of this applicant. Please answer the questions on this form. If you wish to make additional comments, please use an additional sheet. Thank you for your assistance.

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| **How long have you known the applicant and in what capacity?** |
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| **How are the applicant’s achievements compared to those of her/his peers?** |
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| **For the applicant who holds professional qualifications or has professional experiences, how would the qualifications and/ or experiences contribute to the applicant’s suitability?** |
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| **Please comment on the applicant’s character and personality strengths. (Please include any special abilities)** |
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| **For the applicant whose first language is not English, please comment on her/his standard of proficiency in English.** |
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| **Statement of the applicant’s ability and potential to undertake the proposed program of study. (Please continue on an additional sheet if necessary.)** |
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| **On the basis of character and personal promise, how would you recommend this applicant?** |
| □ Highly recommend □ Recommend  □ Recommend with reservations □ Not recommend |

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position in your institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(dd/mm/yyyy)