



KHON KAEN UNIVERSITY GRADUATE SCHOOL

123 Friendship Highway, Khon Kaen 40002 Thailand

Tel. 66-43-202420 Fax. 66-43-202421

Email: graduate@kku.ac.th URL: <http://gs.kku.ac.th>

THE APPLICATION NOTE

APPLICATION FORMS: Form must be completed by you in duplicate and returned to the Graduate School at the above address.

Please ensure that all supporting documentation is included with the application forms when you return them.

REFERENCE FORMS: You require two referees, and each must complete fully one of the enclosed reference forms. The referee should then return the completed reference form to YOU in the envelope, signed across the seal to ensure confidentiality. The two sealed envelopes should then be forwarded by you together with the completed application forms to the Graduate School. Your two referees should normally be teachers in higher education who have direct knowledge of your academic work. Applicants with relevant work experience may nominate a person with knowledge of their employment activity to act as one of their referees. Remember that it is YOUR responsibility to obtain your references.

TRANSCRIPTS: Please include transcripts of your studies (official documents setting out details of subjects studied and grades obtained) with your application. If your official transcript is not in English, an official certified translation should also be provided.

ENGLISH LANGUAGE COMPETENCE: Students whose first language is not English should enclose copies of certificates of their English language qualifications (TOEFL/IELTS). Otherwise, the English Proficiency Test will be required.

OUTCOME OF YOUR APPLICATION: The Program Administrators will consider your application and the Graduate School will notify you of their decision as soon as possible and normally within 6-8 weeks of the receipt of your application. If you provide us with an email address or fax number, we will notify you of their decision by email or fax as well.

PLEASE NOTE THAT IF YOUR APPLICATION IS INCOMPLETE *e.g. without reference(s), transcripts, and English certificates*, THIS WILL INEVITABLY DELAY CONSIDERATION.



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Photo
2"

Application Form for Graduate Study

Please check if you attached supporting documentations as required before submitting this application to Graduate School.
 Please complete all sections in **BLOCK CAPITALS**

SECTION I : PROGRAM OF STUDY

Semester First Second Academic Year _____

Specify the program you wish to apply for :

- Graduate Diploma in _____
- Master Degree in _____
- Plan A(1) Plan A(2) Plan B
- Doctoral Degree in _____
- Type 1(1) Type 1(2) Type 2(1) Type 2(2)
- Other (please specify) _____

Faculty _____, Khon Kaen University.

SECTION II : PERSONAL INFORMATION

Title Mr. Miss Mrs.

First Name _____ Middle Name _____ Family Name _____

Gender Male Female Date of Birth (DD/MM/YY) ____/____/____ Country of Birth _____

Nationality _____ Religion _____ Marriage Status _____

Passport Number _____ Issue Date _____ Expiry Date _____

Address in home country _____

Province/ City _____ State _____ Country _____ Postcode _____

Tel. _____ Fax. _____ Email _____

Correspondence Address (if different from the above) _____

Province/ City _____ State _____ Country _____ Postcode _____

Tel. _____ Fax. _____ Email _____

SECTION III : EDUCATIONAL BACKGROUND

Fill the details of relevant educational background. Remember to attach a transcript required as supporting documentations.

Degree/ Certificate	Subject / Major	School / Institution / University Country	Date Received	G.P.A.

SECTION IV : CAREER HISTORY

Period of Employment	Employer	Position and Field of Work	Employer Address (City/ Country)

SECTION V : FINANCIAL SUPPORT

Please specify your financial source supporting your studies at Khon Kaen University, along with the copies of bank statements or any financial documents :

- Self
- Family
- Organization (Please State) : _____
- Scholarship (Please state) : _____

SECTION VI : ACADEMIC OBJECTIVE

Please state your academic objectives in the space given below (i.e. title for your research proposal). This would be essential for Master's degree Plan A(1); or Doctoral degree Type 1(1) and Type 2(2). Add an additional items if needed.

SECTION VII : LANGAUGE PROFICIENCY

Is English your first language? Yes No

In case that your first language is not English, the English proficiency test is required. Please enclosed the test results (if any) and check if it meets our minimum requirements. The test result should be provided with the last two years. For more details, please read Admission Requirement at KKU Graduate School website.

Please specify the details of any relevant test you have taken :

Name of Test _____ Date of Taken _____ Score _____

Name of Test _____ Date of Taken _____ Score _____

SECTION VIII : LETTER OF RECOMMENDATION

Please list your two referees as academic work testifying (i.e. your teachers, advisor. Seal the Letters of Recommendation (IRO form 2) in envelopes and attach with your application form.

No.	Referee Name	Position	Address of Referee	Tel./ Fax.
1.				
2.				

SECTION IX : FINAL CHECKING

Please check if you have enclosed all the relevant documents with your application :

- 2 copies of application form with photographs (IRO Form 1)
- 2 Letters of recommendation in signed and sealed envelopes (IRO Form 2)
- Transcripts
- English proficiency test (if any)
- Other documents (please specify i.e. bank statement) _____
- US\$..... non-refundable application fee

I declare, to the best of my knowledge, that the information provided on this application form and other supporting documents are correct and complete. I acknowledge that the misrepresentation of information and documentation may cause canceling my admission to Khon Kaen University.

Applicant's Signature _____

Date _____

KKU OFFICE USE ONLY

Application No. _____

Date Received _____

To Department _____

Date _____

Department Decision :

- Approve
 Reject
 Withdrawn
 Defer

Date of offer _____ Date applicant's reply _____

Semester/Year admission:

- First
 Second
 Academic year _____

Officer signature _____



KHON KAEN UNIVERSITY

IRO Form 2

GRADUATE SCHOOL

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LETTER OF RECOMMENDATION

To the Applicant: Please complete Part I below and pass the form and envelope to your referees. Include the sealed envelope containing the Letter of Recommendation from your referee with your completed Application Form (IRO Form 1) and send them to the International Relations Office, Khon Kaen University, at the above address

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 and enclose your Letter of Recommendation for the applicant in the envelop 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:

1. Name of Applicant (in block):
2. Proposed Program of Study:

Part II – To be completed by the Referee:

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.

1. How long have you known the applicant and in what capacity?

2. How are the applicant’s achievements compared to those of her/his peers?

3. For the applicant who holds professional qualifications or has professional experiences, how would the qualifications and/ or experiences contribute to the applicant's suitability?
4. Please comment on the applicant's character and personality strengths. (Please include any special abilities)
5. For the applicant whose first language is not English, please comment on her/his standard of proficiency in English.
6. Statement of the applicant's ability and potential to undertake the proposed program of study. (Please continue on an additional sheet if necessary)
7. On the basis of character and personal promise, how would you recommend this applicant?
- | | |
|--|--|
| <input type="checkbox"/> Highly recommended | <input type="checkbox"/> Recommended |
| <input type="checkbox"/> Recommended with reservations | <input type="checkbox"/> Not recommended |

Title and name of referee: _____

Address: _____

E-mail: _____ **Tel:** _____ **Fax:** _____

Signature: _____ **Date:** _____