

**Request Form for Thesis Format Check**

Dear Dean of the College of Graduate Studies

I, (Mr./Mrs./Miss) ………………...............................................…student ID no. …………………

level of study  Master’s Degree, Plan…………………………  Doctoral Degree Type …………………

At MHESI ........................................../.....................

Date ………………………………………………

majoring in ………………………………………………………………………………………………………

Research title: Thai………………………………….…………………………………………………………………………………………………………………………………………………………………………………....……………

English: …………………………………………………………………………………………………………………………………………………………………………………………………………………………....……………

Current address

House no………………Sub-road/Soi…………………………………..Street……………………………  
Sub-district………………………….………………District………………….…………………………….

Province………………………………….Postal code……………………………………………………..

Email:…………………………………….……Tel:…………………………… Fax:………………………

have successfully passed Thesis Defense Examination on [date]…………………[month]…………………………….[year]……………………..

and would like to request for checking on my thesis format as specified by the university. I hereby attach a copy of non-binding thesis book for your checking.

Sign……………………………………………Student

|  |  |
| --- | --- |
| **➊ Thesis Advisor** | |
| Thesis contents and language are written based on thesis writing principles.  Sign………………………………………………  (………………………………..………………)  **Thesis Advisor**  Date………….……….………………… | |
| **➋ College of Graduate Studies** | |
| **CGS Officer** | **Librarian,**  **Center for Library Resources and Educational Media** |
| Date of Receiving…………………….…………  First Checking on [date]…………………………  Second Checking on [date]………………………  Third Checking on [date]………………………  Fourth Checking on [date]……………..………  🞏 Thesis format is correct, please proceed further steps  🞏 Other (Pls. specify)……………………… ……………………………………………..……  Sign………………………………  (…………………………………)  Date……………………………… | Date of Receiving…………………………………  Date of Returning………………………………  🞏 Citations and bibliography have been checked through and it needs some amendments  🞏 Other (Pls. specify)……………………………… ………………………………………………………  Sign…………………………………  (……………………………………)  Date………………………………………………….. |

**A Guideline for Requesting Thesis Format Check**

1. A student prints out the request form at <https://grad.wu.ac.th>
2. A student fills out, signs, and attaches a certified (by Thesis Advisor) copy of non-binding thesis book and sends to CGS and CLM Librarian for format checking before a complete thesis book is done.
3. The CGS and CLM officers check thesis format/citations/bibliography within 10 days.
4. A student modifies the thesis book if there are some suggestions OR gets a thesis book completely done when it has been checked and verified its correctness.

Student

Get a thesis book completely done when it has been checked and verified its correctness

Student

CGS & CLM Officers

Returns to the   
student for revision

Disapproved

**10 days   
 checked**

fill out, sign, and attache a certified (by Thesis Advisor) copy of non-binding thesis book and sends to CGS and CLM Librarian for format checking before a complete thesis book is done

Student

Obtain the Form at https://grad.wu.ac.th

Approved