

At MHESI .....

Date .....



### 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 .....  
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

<b>① Thesis Advisor</b>	
Thesis contents and language are written based on thesis writing principles.	
Sign..... (.....)	
<b>Thesis Advisor</b>	
Date.....	
<b>② College of Graduate Studies</b>	
<b>CGS Officer</b>	<b>Librarian, Center for Library Resources and Educational Media</b>
Date of Receiving..... First Checking on [date]..... Second Checking on [date]..... Third Checking on [date]..... Fourth Checking on [date]..... <input type="checkbox"/> Thesis format is correct, please proceed further steps <input type="checkbox"/> Other (Pls. specify)..... ..... Sign..... (.....) Date.....	Date of Receiving..... Date of Returning..... <input type="checkbox"/> Citations and bibliography have been checked through and it needs some amendments <input type="checkbox"/> 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.

