

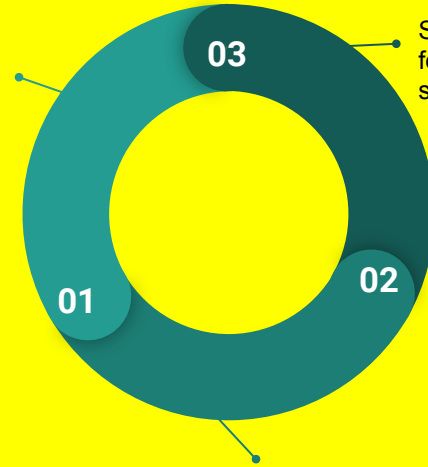
การให้บริการของส่วนงานวิชาการ

**Academic Services**

# The Request for the school-wide TOEFL ITP Score Report

## Step 1: Contact Academic Services

To request for the original score report of the TOEFL ITP that students took annually at school, they can contact academic services staff in person at the Administration Office (The Director's Office) on the 2<sup>nd</sup> floor **OR** send an email via their student.mahidol.edu to the staff informing their names in English and their student ID number.



## Step 3: Get the Score Report

Students contact the staff for the original TOEFL ITP score report at the office.

## Step 2: The Notification via an email

The academic services staff sends an email to the students to pick up their original TOEFL score report. It takes approximately 1-3 business days after the request.

# The Request for the Recommendation Letter for the Capstone Internship of the 11<sup>th</sup> Grade Students

## Step 1: Fill out the Form

Students fill out the **“Request for a Recommendation Letter for Capstone Project Internship”** Form

## Step 3: Get the Recommendation Letter

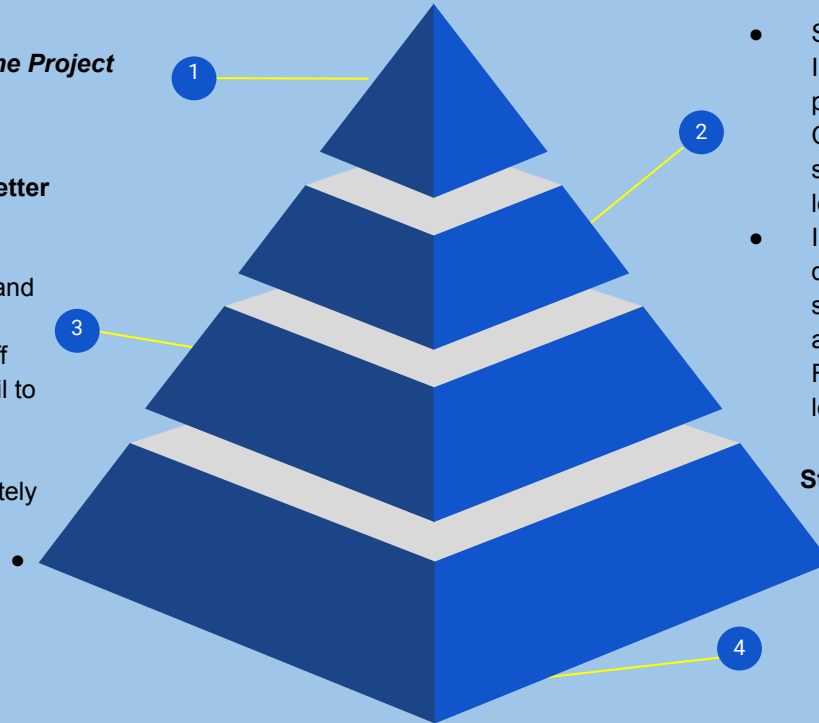
- After the staff have checked the given information from students and provide a recommendation letter according to the request, the staff will contact the students via email to get the recommendation at the office.
- This process will take approximately 5-7 business days.

## Step 2: Contact Academic Services

- Students bring the request form and the Capstone Internship Application Form signed by the students, parents, their Capstone teachers and the Curriculum Coordinator to contact with the academic services staff at the Administration Office on the 2<sup>nd</sup> floor at least 6 weeks before the internship starts.
- In case there is more than 1 student who wishes to do the internship at the same company, a list of students who do the internship at the same place and their individual Capstone Internship Application Forms is required for one single recommendation letter to the company.

## Step 4: Contact the Organization

- Students contact the organization/ company that they have contacted for the internship to submit the recommendation letter themselves at least 2 weeks before the internship starts.
- In case it is a faculty in Mahidol University, the school will deliver the recommendation letter to them via the Saraban Unit (MUSIS System).



## Contact from parents for an Appointment with a Teacher

In case a parent contacts the school via a phone call or an email to make an appointment with a teacher, which is the correct first step, the procedures will be as follows:



The staff listens to the parent's needs.



The staff contacts the teacher to inform him/her about the parent's need and the request to make an appointment.



The staff checks the available date and time that the parent and the teacher can meet.



The staff confirm the appointment with the parent and send a confirmation email to the parent and the teacher.



On arrival, the parent contacts the receptionist at the counter on the 1<sup>st</sup> floor about the appointment.