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| **A picture containing text, clipart, vector graphics  Description automatically generated** | Internship Request Form  Digital International Business Program |  |
|  |  | (Photo) |

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| --- | --- | --- | --- | --- | --- |
| Date: |  | Month: |  | Year: |  |

Subject: Request for issuing internship documents

Dear, Dean of College of Hospitality Industry Management

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| My name is | | |  | | | | | | | | , Student ID: | | | | |  | . I am studying |
|  | | | | | | | | , Program in | | | | | | |  | | | |
| , Major in | |  | | | | | | | | . I would like to request a document to contact | | | | | | | |
|  | | | | | | | , who is the | | | | |  | | | | | |
| to apply for an internship at | | | | |  | | | | | | | | | | | | | |
| from |  | | | , to | |  | | | (Total | | | |  | Months), which is part of the course | | | | |

|  |  |
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|  | DIB3511 Preparation for Internship (2 credits, 90 hrs.) |

|  |  |
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|  | DIB4513 Internship (5 credits, 400 hrs.). |

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| I am currently studying in the | |  | semester of the academic year | | |  | which is the |
|  | year of my studying. My current GPA is | | |  | and I already completed the followings: | | |

|  |  |
| --- | --- |
|  | Pass all the subjects, except for the incoming semesters (No grade I, F, or W) |

|  |  |
| --- | --- |
|  | Pass the English proficiency requirements (TOEIC, SSRU-TEP, ILPC Training, etc.) |

|  |  |
| --- | --- |
|  | Pass other required graduate attributes (ICT and Personal Development) |

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|  | Sincerely, | | |  |
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| **Advisor** | | | **Head of the program** | | | **Academic staff** | | | **Dean** | | |
| 🞎 Approve  🞎 Not approve | | | 🞎 Approve  🞎 Not approve | | | 🞎 Active status  🞎 Inactive status | | | 🞎 Approve  🞎 Not approve | | |
| Reason: | | | Reason: | | | Reason: | | | Reason: | | |
|  | | |  | | |  | | |  | | |
| Sign: | | | Sign: | | | Sign: | | | Sign: | | |
| ( |  | ) | ( |  | ) | ( |  | ) | ( |  | ) |

**Company’s address in English**

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**Company’s contact information**

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| --- | --- | --- |
| Website: |  |  |
|  |  |  |
| Email: |  |  |
|  |  |  |
| WeChat: |  |  |
|  |  |  |
| DingTalk: |  |  |
| Line ID: |  |  |
|  |  |  |
| Office phone: |  | (Only for company in Thailand) |
|  |  |  |
| Mobile phone: |  | (Only for company in Thailand) |