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| **A picture containing text, clipart, vector graphics  Description automatically generated** | Internship Request FormDigital 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 |

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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) |

|  |  |  |
| --- | --- | --- |
|  | Sincerely, |  |
|  |  |  |  |  |
|  | ( |  | ) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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**

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