

**British and American Studies Programme
Faculty of Liberal Arts
Thammasat University**

Guidelines for Recommendation Letter Request

1. Before approaching the lecturer for a recommendation letter, students must make sure that they are qualified to apply for the job or the graduate program. If they do not meet the minimum requirements for that particular job or studying opportunity, BAS lecturers may refuse to write recommendation for the students.
2. Students should have enrolled in several courses with that particular lecturer and should have a certain level of familiarity with that lecturer before approaching him/her for writing the recommendation letter. Students should receive a good grade for that particular course (at least a B).
3. Students must list the courses that they have taken with the lecturer and briefly explain what they have learned or what necessary skills they have acquired while taking those courses when submitting a recommendation letter request.
4. Students should plan to ask for the recommendation letter from the lecturer in advance. The process of writing recommendation letter may take up to several weeks.
5. Students should check whether the universities they apply for require referees to fill out specific forms or complete the forms online.
6. Students should provide the following documents to their potential referees:
 - a. Reference request form
 - b. Transcript
 - c. Statement of purpose (If you apply for a different programme of study, please provide a specific SOP for each programme)
7. Please submit the form with all related documents to **basprogramme@gmail.com** or contact BAS office in person.

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Reference Request Form

Student's name _____ ID _____

1. I would like to request a reference letter from

- Aj. Stephen Adams Dr. Tobias Metzler Aj. Donald Wagner
 Dr. Peter Hammond Aj. Edward Knuth
 Others (please specify) _____

2. How many references would you request? _____

3. Which courses have you enrolled with the lecturer? _____ courses (How many?)

	Name of the courses	Grade received
1.		
2.		
3.		
4.		
5.		

4. Purposes of reference request

- Job application (go to section A) Further study (go to section B)

Section A:

Which position are you applying for? _____

Which company are you applying for? _____

Specific details needed in the application:

Section B: Which academic programmes are you applying for?

	Name of the programmes	Universities	Specific forms needed (yes or no)
1.			
2.			
3.			

Specific details needed in the application: _____
