

2. Procedures to request research collaboration letters

Below is the information to request letters for research collaboration.

- Fill in the required information.
- Check the correctness.
- Save this letter (only the page that you need) in Microsoft Word (.docx) format.
- Submit the file to edu.chula.bundit@gmail.com with a clear subject line such as “Request for Letter of Inviting Expert.”
- Don’t forget to give out your contact information, e.g., telephone number, Line id., etc. Therefore, the staff can contact you immediately if necessary.
- Please allow for 3-5 business days for this process. The signed letter should be attached as a reply to your email. Please check back with the staff if you suspect an unusually long waiting time.

NOTE:

- The letter is not valid without the signature of the Associate Dean.
- The letter can only be used with the person addressed in the letter. Therefore, feel free to request letters as many as you need.
- Do not delete, change, or modify any part of the letter after being signed by the Associate Dean

For further information, refer to the links below.

- <https://portal.edu.chula.ac.th/pub/tefl/index.php/forms-and-links/research-collaboration-letters>
- <https://www.edu.chula.ac.th/node/2302>