



Walailak University
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LETTER OF INTENT Procedure Form

Instruction: This Form is used for both establishing a new Letter of Intent and renewing an expiring Letter of Intent with international universities or international organizations and companies.

Please complete **Letter of Intent** by filling the information in English.

Please check (*Tick ✓*) one of below categories to meet your requirement

Establishing a new Letter of Intent (Please do Section A1, A2 and C)

Renewing an expiring Letter of Intent (Please do Section A1, B and C)

SECTION A 1:

Name of proposed partner university/ organization/company:	
Postal Address	
Telephone:	
Fax:	
E-mail:	
Website:	
Name and position of partner institution's contact person	
Postal Address	
Telephone:	
Fax:	
E-mail:	
Website:	
Name and position of partner institution's signing person	

SECTION A 2:

Briefly describe how the proposed **Letter of Intent** is consistent with Walailak University's Internationalization Policy and Faculty's strategic plan.

Briefly describe partner organizations or companies.

Briefly describe the intended activity covered by the proposed **Letter of Intent**.

Briefly describe the anticipated benefits that Walailak University acquire from this proposed **Letter of Intent**.

Provide a brief assessment of the risks (e.g. reputational, academic, financial, and legal) which may occur to Walailak University and how those risks will be managed.

SECTION B:

- Retain the same **Letter of Intent**
- Require changes in the following issues/contents

SECTION C:

Coordinator
(School, College)

Remark:
.....
.....
.....
Signed _____
()
Position:.....
Date_____Month_____Year_____

Dean/Director
School/College

Remark:
.....
.....
.....
Signed _____
()
Position:.....
Date_____Month_____Year_____

Director
Center for International Affairs

Remark:
.....
.....
.....
Signed _____
(Dr. Pongsathorn Dechatiwongse)
Director, Center for International Affairs
Date_____Month_____Year_____

Vice President
for Global Engagement and Faculty Development

Remark:
.....
.....
.....
Signed _____
(Assoc. Prof. Dr. Surin Maisrikrod)
Vice President for Global Engagement and Faculty
Development
Date_____Month_____Year_____

President

Command
 Approved Disapproved

Signed _____
(Prof. Dr. Sombat Thamrongthanyawong)
President of Walailak University
Date_____Month_____Year_____