Application Note

for Admission to the Doctor of Public Administration Program in Public Affairs Management

APPLICATION FORM: Form must be completed by you and returned to the College of Local Administration, Khon Kaen University at the above address. Please ensure that all supporting documents are included with the application form when you return it.

REFERENCE FORMS: You are required two referees, and each must complete fully one of the enclosed reference forms (DPA Form 02). The referee should then return the completed reference form to YOU in the envelope, signed across the seal to ensure confidentiality. The two sealed envelopes should then be forwarded by you together with the completed application form to the College of Local Administration. Your two referees should normally be instructors in higher education who have direct knowledge of your academic work. Applicants with relevant work experience may choose to nominate a person with knowledge of their employment activity to act as one of their referees. Remember that it is YOUR responsibility to obtain your references.

TRANSCRIPTS: Please include transcripts of your studies (official documents setting out details of subjects studied and grades obtained) with your application. If your official transcript is not in English, an official certified translation should also be provided.

ENGLISH LANGUAGE PROFICIENCY: Applicants whose first language is not English should enclose copies of certificates of their English language qualifications (TOEFL/IELTS). Otherwise, the English Proficiency Test will be required.

OUTCOME OF YOUR APPLICATION: The Program Administrators will consider your application and the College of Local Administration will notify you of their decision via email on or before June 30, 2016.

PLEASE NOTE THAT IF YOUR APPLICATION IS INCOMPLETE e.g. without reference(s), transcripts, and English certificates, THIS WILL INEVITABLY DELAY CONSIDERATION.
**Application Form for**

**Doctor of Public Administration Program**

**in Public Affairs Management**

Please check if you have attached all necessary supporting documents as required before submitting this application to College of Local Administration. Please complete all sections in BLOCK CAPITALS.

### Part I: Personal Information

<table>
<thead>
<tr>
<th>Title</th>
<th>Mr.</th>
<th>Miss</th>
<th>Mrs.</th>
</tr>
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</table>

First Name ____________________________ Middle Name ____________________________ Family Name ____________________________

Name and Family Name in Thai (if applicable) ____________________________________________________________

Gender □ Male □ Female  Date of Birth (DD/MM/YYYY) _____/_____/_______ Place of Birth __________________________

Country of Citizenship __________________________________________________________ Identification Number ____________________________

Passport Number ____________________________ Issue Date ____________________________ Expiry Date ____________________________

Address in Home Country ________________________________________________________________

City ______________________ Province/State ______________________ Country ______________ Postcode _____________

Tel. ______________________ Fax ______________________ Email ______________________

Correspondence Address (if different from the above) __________________________________________________________

City ______________________ Province/State ______________________ Country ______________ Postcode _____________

Tel. ______________________ Fax ______________________ Email ______________________

### Part II: Educational Background

Fill the details of relevant educational background. Please attach a transcript required as supporting document.

<table>
<thead>
<tr>
<th>Degree/Certificate</th>
<th>Subject/Major</th>
<th>Institution, Country</th>
<th>Date Received</th>
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### Part III: Career History

Employer Address (City/ Country)

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<th>Period of Employment</th>
<th>Employer</th>
<th>Position and Field of Work</th>
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Part IV: Language Proficiency

Is English your first language?  □ Yes  □ No

In case that your first language is not English, the English proficiency test is required. Please enclosed the test results (if any) and check if it meets our minimum requirements. The test result should be provided with the last two years.

Please specify the details of any relevant test you have taken:

Name of Test ________________________________ Date of Taken_____/_____/________ Score_________________ ___

Name of Test ________________________________ Date of Taken_____/_____/________ Score_________________ ___

Part V: Letters of Recommendation

Please list your two referees as academic work testifying (i.e. your teachers, advisor. Seal the Letters of Recommendation (DPA Form 02) in envelopes and attach with your application form.

<table>
<thead>
<tr>
<th>No.</th>
<th>Referee Name</th>
<th>Position</th>
<th>Address of Referee</th>
<th>Tel./Fax/E-mail</th>
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Part VI: Academic Objectives

Please state your academic objectives in the space given below. Add an additional item if needed.

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Part VII: Final Checking

Please check if you have enclosed all the relevant documents with your application:

□ Application form (DPA Form 01) with 3 ID-sized photos (taken no longer than 6 months)
□ 2 letters of recommendation in signed and sealed envelopes (DPA Form 02)
□ Official transcripts of all academic records
□ English proficiency test result
□ Non-refundable application fee of 1,000 THB
□ Proof of international money transfer (for international applicants)
□ Proof of payment via bank counter (DPA Form 03) (for applicants in Thailand only)
□ Other documents (please specify)_________________________________________

I declare, to the best of my knowledge, that the information provided on this application form and other supporting documents are correct and complete. I acknowledge that the misrepresentation of information and documentation may cause canceling my admission to Khon Kaen University's College of Local Administration.

FOR COLA OFFICE USE ONLY

Applicant’s Signature__________________________

Date_____/_____/________

Officer’s Signature

Date_____/_____/________
Letter of Recommendation
for Admission to the Doctor of Public Administration Program
in Public Affairs Management

To the Applicant: Please complete Part I below and pass the form and envelope to your referees. Include the sealed envelope containing the Letter of Recommendation from your referee with your completed Application Form (DPA Form 01) and send them to the College of Local Administration, Khon Kaen University, at the above address.

To the Referee: This Letter of Recommendation, which will remain confidential, will be used in assessing the applicant for admission to the Doctor of Public Administration Program in Public Affairs Management at Khon Kaen University's College of Local Administration. Please complete Part II and enclose your Letter of Recommendation for the applicant in the envelop provided, sign your name over the sealed flap and return the sealed envelope to the applicant. Please do not return the Letter of Recommendation directly to the College of Local Administration.

Part I: To Be Completed by the Applicant

Title  □ Mr.  □ Miss  □ Mrs.
First Name__________________________ Middle Name______________ Family Name __________________________
Name and Family Name in Thai (if applicable) _______________________________________________________

Part II: To Be Completed by the Referee

The person named above is applying for admission to Khon Kaen University's College of Local Administration. Your honest candid evaluation is most helpful in our consideration of this applicant. Please answer the questions on this form. If you wish to make additional comments, please use an additional sheet. Thank you for your assistance.

1. How long have you known the applicant and in what capacity?
   __________________________________________________________
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2. How are the applicant’s achievements compared to those of her/his peers?
   __________________________________________________________
   __________________________________________________________
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3. For the applicant who holds professional qualifications or has professional experiences, how would the qualifications and/or experiences contribute to the applicant’s suitability?

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4. Please comment on the applicant’s character and personality strengths. (Please include any special abilities)

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5. For the applicant whose first language is not English, please comment on her/his English proficiency.

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6. Statement of the applicant’s ability and potential to undertake the proposed program of study. (Please continue on an additional sheet if necessary)

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7. On the basis of character and personal promise, how would you recommend this applicant?

☐ Highly recommended☐ Recommended

☐ Recommended with reservations☐ Not recommended

Title and Name of Referee: ________________________________________________________________

Address________________________________________________________________________________

City_____________________Province/State________Country_________________Postcode__________

Tel.____________________Fax.____________________Email__________________________

Referee’s Signature __________________________

Date_____/_____/______