



New Graduate Student Registration Guideline, Academic year 2021 Thammasat University (Thaphrachan)

Please follow the guideline and fill up your information to complete a new student registration process.

1. Find your student ID number: at <https://reg.tu.ac.th/> > Click on "Students" > Select "New Student 2021"

2. Steps for new student registration

2.1 Fill up and save your personal information at <https://reg.tu.ac.th/>

User ID: Student ID

Password: ID Card for Thai citizen or Passport number for international student

2.2 Upload your color photo JPEG file with 5x6 cm. size, maximum 1Mb. Your photo must be wearing a plain shirt, suit or government officer uniform in a plain color background without wearing hat, glasses, sunglasses and graduation gowns, face forward and look directly into the camera, closed-lip smile is allowed.

2.3 Follow up the submission for student ID card

You could follow up the submission status and appointment by clicking on "Request Follow-up" and contact Bangkok bank, Thaphrachan branch.

2.4 Print out the new student registration form: fill up the date and sign

2.5 Download and print out a degree verification form, together with a copy of your certificate or transcript and send to previous university to verify and approve, then send all documents to the office of the registrar at TU Thaphrachan.

2.6 Upload documents for new student registration: Scan all request documents and submit in color PDF files only (Please, make sure each file is high quality, maximum 1Mb), write down your student ID on the top right corner and make a certified as true copy of the original for all documents except new student registration form (No. 2.4), create file name as student ID follow by document order for example 64XXXXXXXX01 (To avoid an error, please do not use any special characters Ex. pecha#\$01)* follow *the* below steps

2.6.1 For the new student registration form in No. 2.4: save file name as 64XXXXXXXX01
(No certified as true copy needed)

2.6.2 The PDF file of the Thai ID card or passport (for international students) : save file name as 64XXXXXXXX02 (Please make a certified as true copy)

2.6.3 The PDF file of official transcript or certificate or degree certificate or qualification certificate which shows a conferred date : save file name as 64XXXXXXXX03 (Please make a certified as true copy)

2.6.4 The PDF file of Medical certificate (within last 6 months) which indicates that "student is healthy and appropriate to study in the university" : save file name as 64XXXXXXXX04
(No certified as true copy needed)



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2.6.5 The PDF file of document for any change *of* personal information Ex. changing name title or changing name-surname **In cases* where the name in education document and ID card name do not match (If any): save file name as 64XXXXXXXX05 (Please make a certified as true copy)

Remarks: All information in No.1-2 is request to be completed before the course enrollment or according to the faculty/program schedule or must be completed within 14 days since the first day of school. If there is an incomplete document, the enrollment is considered as invalid unless there is a *necessary cause*, you need to contact academic advisors and notify to office of the registrar immediately.

: If there is incorrect information, you can request amendment to your personal information by attaching reference files and send mail to: prachan@reg.tu.ac.th, your information will be updated within 3 working days.

: After students have submitted files for registration, office of the registrar will verify and approve your documents within 7 working days, you could check and update your information again by login at website. If there is an incomplete or incorrect information, notification will be shown as a message "please follow the instructions"

3. You can enroll the course section for the first semester academic year 2021 at <http://www.reg.tu.ac.th> by "Log in" by student ID and password (ID Card number for Thai citizen or Passport number for international students), click "Enroll" menu on the left-hand side of the screen, and make a payment during a specified period via **Mobile Application TU Greats APP only.**

The Student Registration Thaprachan,
Office of the Registrar.

11 May 2021