ONE TU
สำนักงานทะเบียนนักศึกษา
OFFICE OF THE REGISTRAR

How to register

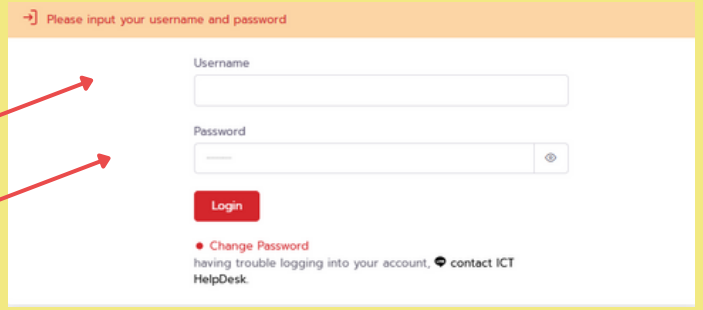
as a New Undergraduate Students
Thammasat University

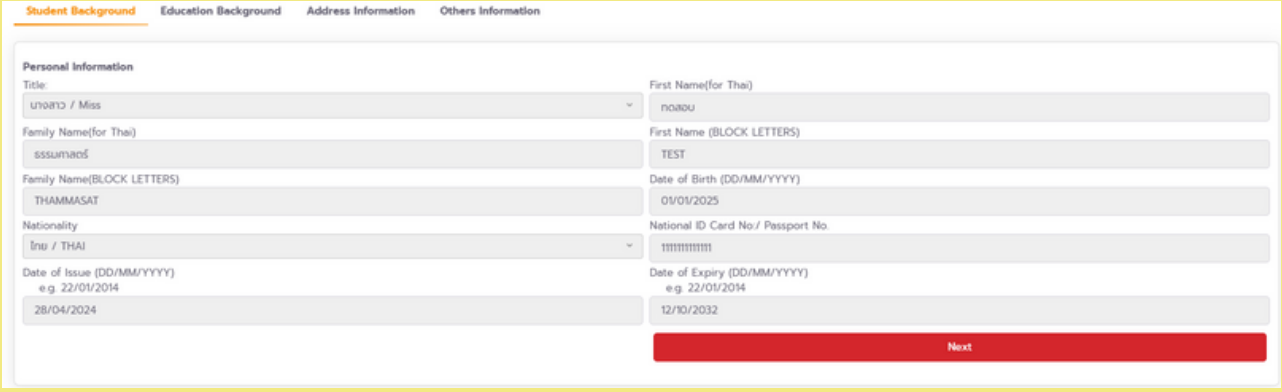
1. Fill in your information
2. Upload required documents
3. Upload Student Photo
4. Apply for Student Card
5. Apply for Student Verification

1 Fill in your information

Log in

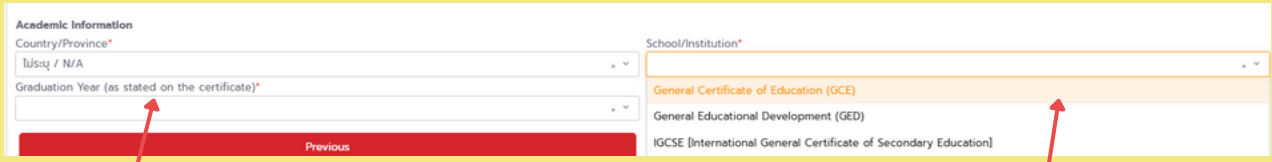
Go to www.reg.tu.ac.th
Log in with your student no.
and passport





- Fill in your personal Information
- Press submit

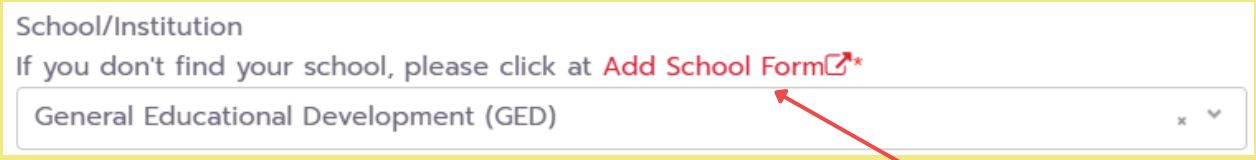
Example of how to fill in the information



For GCE, GED or IGCSE Students

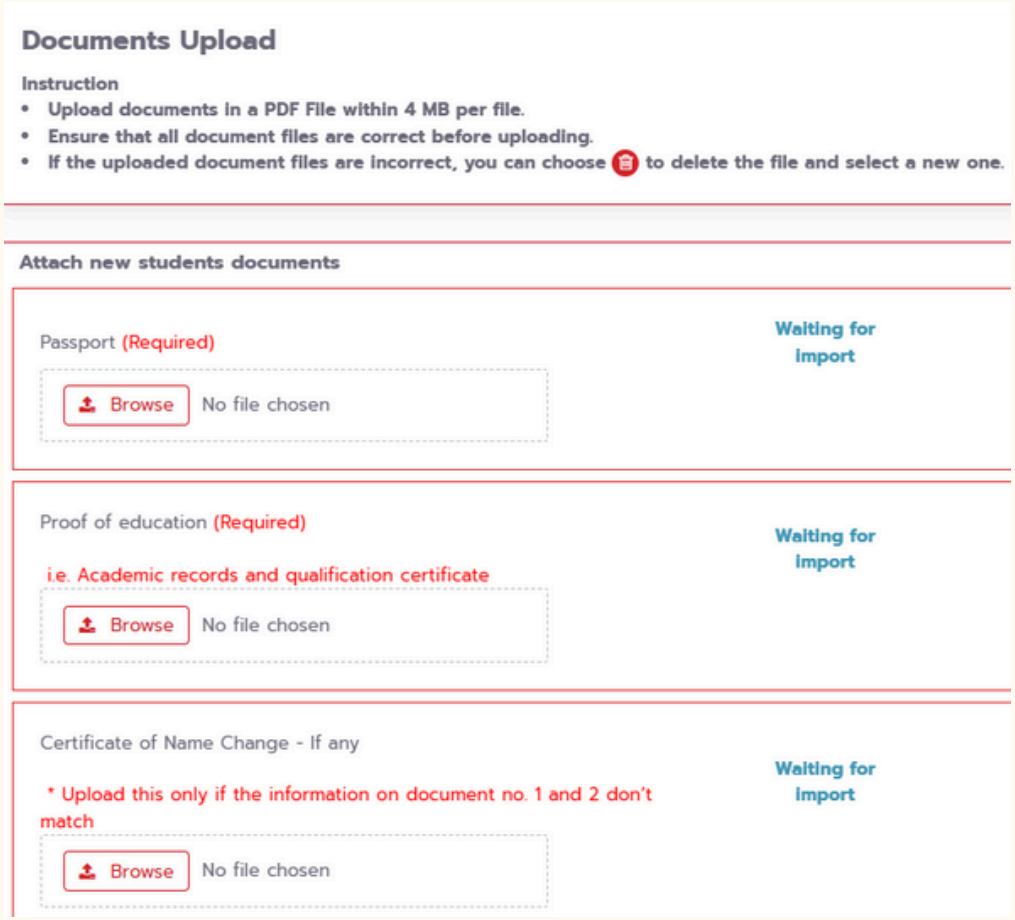
Select N/A

Select the organization



If your institution is not on the list, please submit this request form. Once the institution has been added, you will be informed via email within two business days.

2 Upload required documents



1. Passport

2. Proof of Education
I.e. Academic records and Qualification Certificate
*The date of graduation is required

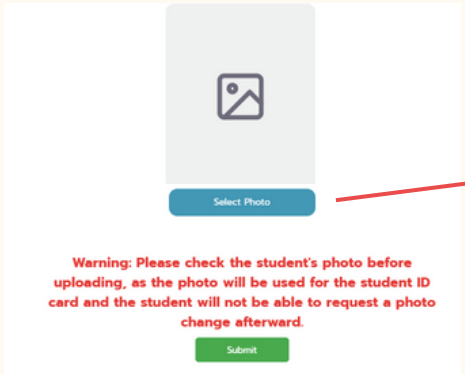
3. Certificate of Name Change- If any
Upload this documents only if the information on document no. 1 and 2 don't match
*The date of graduation is required

3 Upload your Student Photo

Requirement

- Style: Color photo
- Size: 5x6 cm or 591x709 pixels
- Resolution: 300 dpi
- File Size: 50 KB – 1 MB
- File Type: .JPG
- Lighting: No flash or extremely bright
- File Naming: Save the file name as your student number

Photo Upload



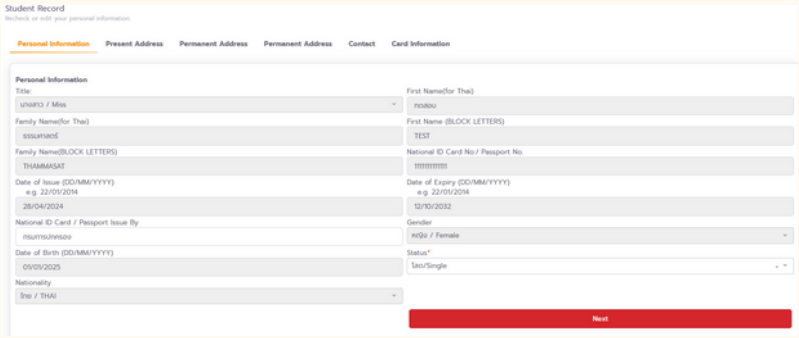
If the selected image is incorrect, you can click 'Select Photo' to upload it.

4 Apply for Student Card

01. Input/Edit your information

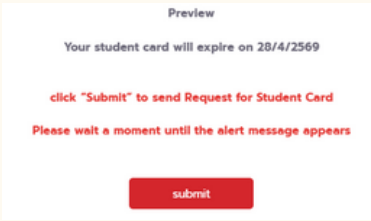
02. Press Submit

03. Receive your student card:
Follow the announcement on the Registrar.TU Facebook page or at www.reg.tu.ac.th

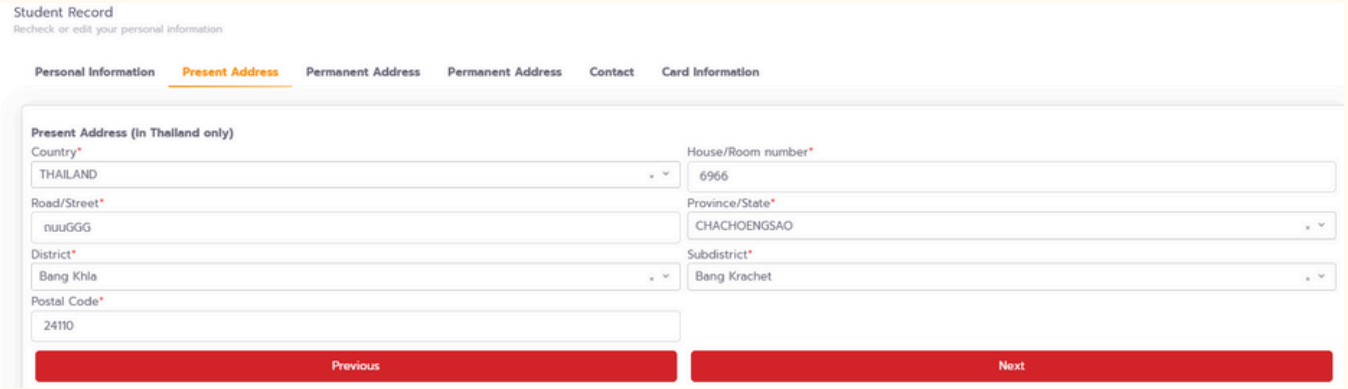


1.
Input/Edit your information

2.
Press Submit



Example of how to fill in the information



Due to Thailand Bank regulations, your current address and mobile number must be in Thailand.

If you don't have a residence or mobile phone number in Thailand yet, enter your faculty's details.

5 Apply for Student Verification

01. Download and print a Student Verification Form

02. Download and print a Letter of Consent

03. Submit both documents to your previous institution

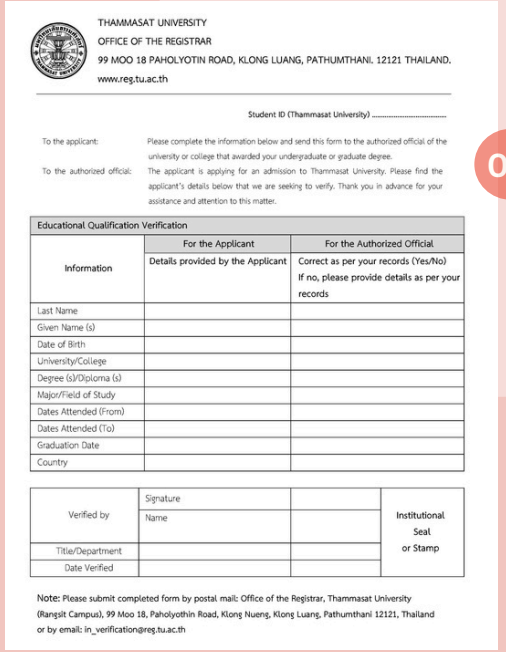
04. Submit the verified documents to your faculty in Thammasat University
*For document submission, please contact the faculty

For GCE, GED, IGCSE Students or others

- Students download a Letter of Consent and submit it along with the examination results to your faculty. For document submission, please contact the faculty.

Note: Students are able to download the letter and form of verification after having completed 4 previous steps.

Student Verification Form



THAMMASAT UNIVERSITY
OFFICE OF THE REGISTRAR
99 MOO 18 PAHOLYOTIN ROAD, KLONG LUANG, PATHUMTHANI. 12121 THAILAND.
www.reg.tu.ac.th

Student ID (Thammasat University) .....

To the applicant: Please complete the information below and send this form to the authorized official of the university or college that awarded your undergraduate or graduate degree.

To the authorized official: The applicant is applying for an admission to Thammasat University. Please find the applicant's details below that we are seeking to verify. Thank you in advance for your assistance and attention to this matter.

Educational Qualification Verification		
Information	For the Applicant Details provided by the Applicant	For the Authorized Official Correct as per your records (Yes/No) If no, please provide details as per your records
Last Name		
Given Name (s)		
Date of Birth		
University/College		
Degree (s)/Diploma (s)		
Major/Field of Study		
Dates Attended (From)		
Dates Attended (To)		
Graduation Date		
Country		

Verified by	Signature		Institutional Seal or Stamp
	Name		
Title/Department			
Date Verified			

Note: Please submit completed form by postal mail: Office of the Registrar, Thammasat University (Rangsit Campus), 99 Moo 18, Paholyothin Road, Klong Nueng, Klong Luang, Pathumthani 12121, Thailand or by email: in_verification@reg.tu.ac.th

01.

Letter of Consent

หนังสือยินยอมให้เปิดเผยข้อมูลแก่บุคคลที่สาม

LETTER OF CONSENT TO DISCLOSE INFORMATION TO A THIRD PARTY

ข้าพเจ้า (ชื่อ-นามสกุล) _____ เลขทะเบียนนักศึกษา _____
I, (First-Last Name) Student ID

หมายเลขโทรศัพท์ _____ อีเมล _____
Phone Number Email

ตกลงยินยอมให้ (ชื่อสถาบันเดิม) _____ และเจ้าหน้าที่ผู้เกี่ยวข้องเปิดเผยข้อมูลด้านการศึกษาของข้าพเจ้าแก่บุคคลที่สามที่ระบุรายละเอียดไว้ด้านล่างนี้เพื่อวัตถุประสงค์ในการตรวจสอบประวัติการศึกษา/หรือเอกสารทางการศึกษา ข้าพเจ้ารับทราบว่าข้อมูลของข้าพเจ้าที่มหาวิทยาลัยจะเปิดเผยได้แก่ ชื่อและนามสกุลขณะที่ศึกษา หลักสูตรที่ศึกษา ระยะเวลาการศึกษา วุฒิที่สำเร็จการศึกษา วันที่สำเร็จการศึกษา ผลการศึกษา และอื่นๆ (ถ้ามี) _____

I hereby give my consent to (previous institute name) _____ and its relevant officials to release my educational information to the third party listed below for the purpose of education and/or academic documents verification. I understand that my information released by the University will include my full name during time of study, program title, duration of study, degree conferred, graduation date, grade results, and (if any) _____

รายละเอียดของบุคคลที่สามที่ตรวจสอบประวัติ/ Third Party Organization Requesting Verification
ชื่อหน่วยงาน/Organization Name: สำนักงานทะเบียนนักศึกษา มหาวิทยาลัยธรรมศาสตร์ (Office of the Registrar, Thammasat University
ที่อยู่/Address: 2 ถนนพระจันทร์ อาคารอเนกประสงค์ 1 ชั้น 4 แขวงพระบรมมหาราชวัง เขตพระนคร กรุงเทพมหานคร 10200 (2 Phra Chan Alley, Phra Borom Maha Ratchawang, Phra Nakhon, Bangkok 10200)
ประเทศ/Country: ไทย (Thailand)
โทรศัพท์/Phone: 02-6132744 อีเมล/Email: newstudentverify.tp@reg.tu.ac.th

ลายมือชื่อเจ้าของข้อมูล/Candidate's Handwritten Signature _____
วันที่/Date (DD/MM/YYYY) _____

02.

Sign and Date

TU E-mail

Where to Check your E-mail Address
: accounts.tu.ac.th or search TU Email via Google

When To Check your E-mail Address
: 3 business days after having completed the New Student Registration

For more information: Please contact The Office of Information and Communication Technology or ICT TU at ict.tu.ac.th or scan QR Code below

Duration for Registration

The student registration process must be complete before the course enrollment or according to the University's schedule or must be complete within 14 days since the first day of semester. If there is an incomplete document, the registration is considered as invalid. Unless there is a necessary cause, you are required to contact the faculty and notify the Office of The Registrar immediately.

Contact us

- Rangsit, Lampang and Pattaya Campus: register@reg.tu.ac.th
- Tha Prachan Campus: prachan@reg.tu.ac.th