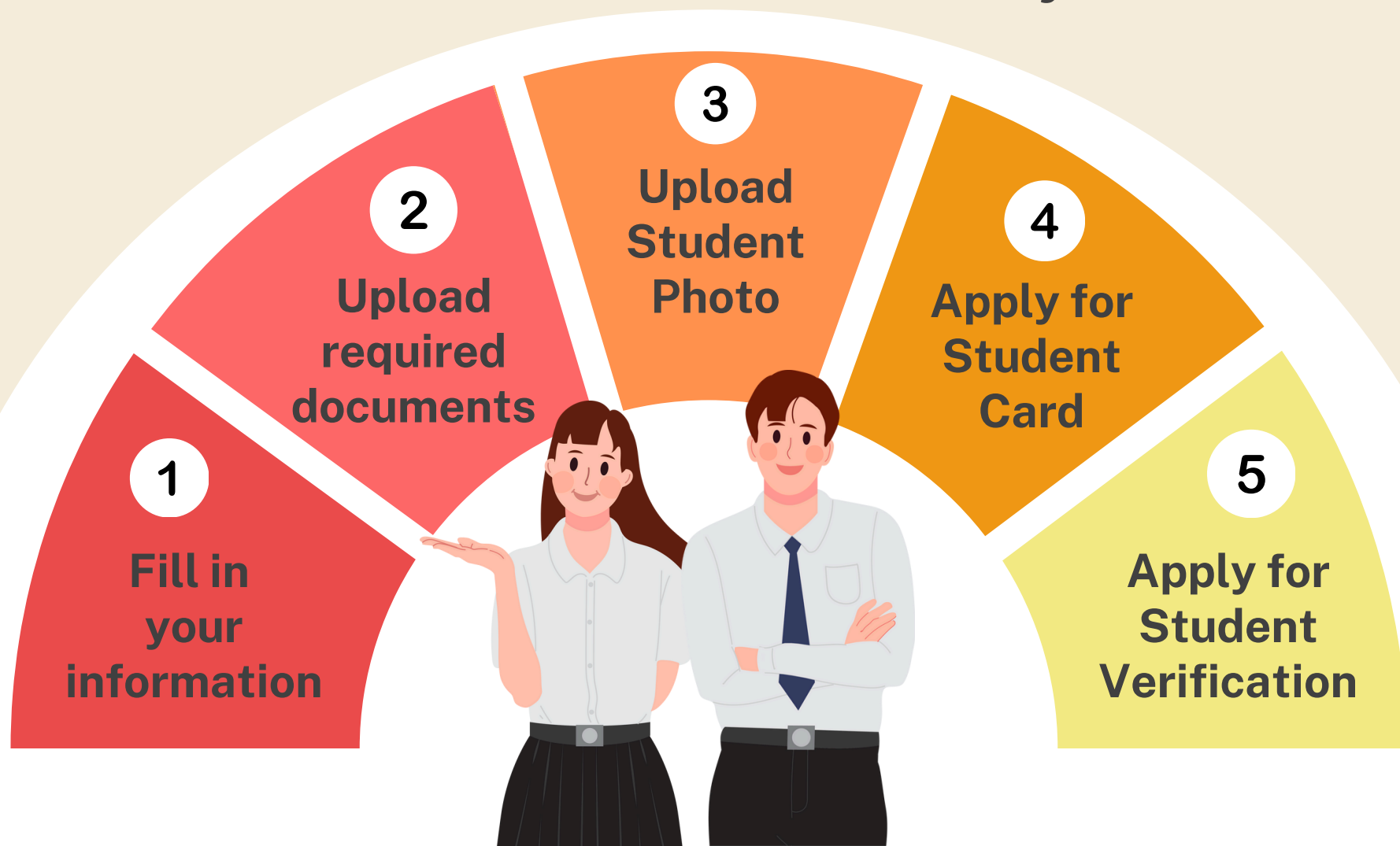


# How to register

## as a New Graduate Students

### Thammasat University



# 1 Fill in your information

## Log in

Go to [www.reg.tu.ac.th](http://www.reg.tu.ac.th)  
Log in with your student no.  
and passport

Please input your username and password

Username

Password

Login

• Change Password  
having trouble logging into your account, [contact ICT HelpDesk](#).

Student Background   Education Background   Address Information   Others Information

**Personal Information**

Title:

First Name(for Thai):

Family Name(for Thai):

First Name (BLOCK LETTERS):

Family Name(BLOCK LETTERS):

Date of Birth (DD/MM/YYYY):

Nationality:

National ID Card No./ Passport No.:

Date of Issue (DD/MM/YYYY)  
e.g. 22/01/2014:

Date of Expiry (DD/MM/YYYY)  
e.g. 22/01/2014:

Next

- Fill in your personal Information
- Press submit

# Example of how to fill in the information

School/Institution

If you don't find your school, please click at [Add School Form](#) \*


General Educational Development (GED)  

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

## Documents Upload

### Instruction

- Upload documents in a PDF File within 4 MB per file.
- Ensure that all document files are correct before uploading.
- If the uploaded document files are incorrect, you can choose  to delete the file and select a new one.

### Attach new students documents

#### Passport (Required)

Waiting for  
import

 Browse No file chosen

#### Proof of education (Required)

Waiting for  
import

i.e. Academic records and qualification certificate

 Browse No file chosen

#### Certificate of Name Change - If any

Waiting for  
import

\* Upload this only if the information on document no. 1 and 2 don't match

 Browse No file chosen

## 1. Passport

## 2. Proof of Education

### I.e. Transcript 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

Select Photo

Warning: Please check the student's photo before uploading, as the photo will be used for the student ID card and the student will not be able to request a photo change afterward.

Submit

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](http://www.reg.tu.ac.th)

Student Record  
Check or edit your personal information

Personal Information   Present Address   Permanent Address   Permanent Address   Contact   Card Information

Personal Information

Title	First Name(For Thai)
UNSTO / Miss	POBNU
Family Name(For Thai)	First Name (BLOCK LETTERS)
SSURUWONG	TEST
Family Name(BLOCK LETTERS)	National ID Card No / Passport No
THAMMASAT	*****
Date of Issue (DD/MM/YYYY) e.g. 22/01/2014	Date of Expiry (DD/MM/YYYY) e.g. 22/01/2014
28/04/2024	12/01/2032
National ID Card / Passport Issue By *****	Gender
*****	Male / Female
Date of Birth (DD/MM/YYYY) 01/01/2025	Status
01/01/2025	Single
Nationality	
THAI / THAI	

Next

1.  
Input/Edit your  
information

2.  
Press Submit



Preview

Your student card will expire on 28/4/2569

click "Submit" to send Request for Student Card

Please wait a moment until the alert message appears

submit

# Example of how to fill in the information

Student Record  
Reread or edit your personal information

Personal Information **Present Address** Permanent Address Permanent Address Contact Card Information

Present Address (in Thailand only)

Country*	THAILAND	House/Room number*	6966
Road/Street*	nuuGGG	Province/State*	CHACHOENGSAO
District*	Bang Khla	Subdistrict*	Bang Krachet
Postal Code*	24110		

Previous Next

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 document to your faculty in Thammasat University  
\*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.

Information	For the Applicant	For the Authorized Official
	Details provided by the Applicant	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

## Letter of Consent

หนังสือยินยอมให้เปิดเผยข้อมูลส่วนบุคคลที่สาม  
LETTER OF CONSENT TO DISCLOSE INFORMATION TO A THIRD PARTY

ข้าพเจ้า (ชื่อ-นามสกุล) \_\_\_\_\_ เลขที่บัตรประชาชน \_\_\_\_\_  
(First-Last Name) Student ID  
หมายเลขโทรศัพท์ \_\_\_\_\_ อีเมล \_\_\_\_\_  
Phone Number Email  
ตกลงยินยอมให้ (ชื่อสถาบันเดิม) \_\_\_\_\_ และเจ้าหน้าที่ที่เกี่ยวข้องเปิดเผยข้อมูล  
ด้านการศึกษาของข้าพเจ้าแก่บุคคลที่สามที่ระบุรายละเอียดด้านล่างนี้เพื่อวัตถุประสงค์ในการตรวจสอบประวัติการศึกษาหรือ  
เอกสารทางการศึกษา ข้าพเจ้ารับทราบว่าข้อมูลของข้าพเจ้าที่มหาวิทยาลัยจะเปิดเผยได้แก่ ชื่อและนามสกุลและชื่อการศึกษา หลักสูตรที่  
ศึกษา ระดับการศึกษา วิชาที่สำเร็จการศึกษา 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) \_\_\_\_\_

รายชื่อของบุคคลที่สามที่ขอข้อมูล/ Third Party Organization Requesting Verification	
ชื่อหน่วยงาน/ Organization Name: สำนักงานทะเบียนนักศึกษา มหาวิทยาลัยธรรมศาสตร์ (Office of the Registrar, Thammasat University)	
ที่อยู่/ Address: 2 ถนนพระจันทร์ แขวงถนนพระนคร เขตป้อมปราบศัตรูพ่าย กรุงเทพมหานคร 10200 (2 Phra Chan Alley, Phra Borom Maha Ratchawang, Phra Nakhon, Bangkok 10200)	
ประเทศ/ Country: ไทย (Thailand)	
โทรศัพท์/ Phone: 02-6132744	อีเมล/ Email: news@tu.ac.th

ลายมือชื่อของข้าพเจ้า/ Candidate's Handwritten Signature \_\_\_\_\_  
วันที่/ Date (DD/MM/YYYY) \_\_\_\_\_

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](mailto:ict.tu.ac.th) or scan QR Code below



The screenshot shows the login interface of Thammasat University. At the top, there is the university's logo and name in Thai and English. Below this, a login box contains the following elements:

- Header in Thai: กรุณาเข้าสู่ระบบ เพื่อใช้บริการ (Please login to use the service)
- Header in English: Please login. To use the service.
- Input fields for StudentID/Username, Password, and Verification code.
- A CAPTCHA image showing the text 'sey13'.
- A 'Login' button.
- A link for 'ลืมรหัสผ่าน / Forgot your Password'.

## 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](mailto:register@reg.tu.ac.th)
- Tha Prachan Campus: [prachan@reg.tu.ac.th](mailto:prachan@reg.tu.ac.th)