



สำนักงานทะเบียนนักศึกษา
OFFICE OF THE REGISTRAR

Requisition for Certificates and Services (For Alumni)			
Type of Certificate	Detail/Attachment	Duration	
		Tha Prachan	Rangsit
1. Requisition for Certificate			
1.1 Copy of Certificate (Received) - Transcript - Certificate (Thai) - Certificate (English) - Translation of Diploma	Requisite Form of certificate (FM-RID-02)	Immediate (5 working days for no previous data)	1 working day
1.2 Certificate (First time request) - Certificate (English) - Transcript (Thai)	Requisite Form of certificate (FM-RID-02)	Immediate (5 working days for no previous data)	3 working days
- Translation for Diploma	Requisite Form of certificate (FM-RID-02) - Copy of Diploma	Immediate (5 working days for no previous data)	3 working days
- Translation of Bhumibol Scholarship	Requisite Form of certificate (FM-RID-02) - Copy of Translation of Bhumibol Scholarship	Immediate (5 working days for no previous data)	3 working days
2. Spelling Certificate	Requisite Form of certificate (FM-RID-02) - Copy of Passport and Copy of Transcript	Immediate	3 working days
3. Signed and Sealed Letter (Envelope for study abroad)	Requisite Form of certificate (FM-RID-02) - Identify on the envelope “To whom” Attach required documents (in the system) If there is no Form “U”, Immediate Receiving	3-5 working days (5 working days for no previous data)	Immediate
4. Certificate (In case of retirement)	Requisite Form of certificate (FM-RID-02)	5 working days	2 working days

Requisition for Certificates and Services (For Alumni)			
Type of Certificate	Detail/Attachment	Duration	
		Tha Prachan	Rangsit
5. Unofficial Diploma	General Requisition - Notice - Copy of Identification Card - Copy of Certification or transcript - Payment 3,000 Baht	15 working days (Proceed by Office of the registrar At Rangsit Campus)	15 working days

Office of the registrar

Thammasat University (Rangsit Campus)

6/2/2020