

Steps of enrolment for Undergraduate Students

Thammasat University

Academic year 2020

Enrol at Thammasat University

Before studying, applicants who accept the offer to study at Thammasat university are required to complete the following steps which is called 'enrolment'.

*** Please do these steps through your personal computer/ laptop only.
The use of mobile phones is not recommended and prohibited.***

1. Access the enrolment
 - Thai students: log in by using your student ID (password = 13 digits of your national identification card)
 - International students: log in by using your passport number)
 - Complete your profile
2. Upload your photo wearing the student uniform (color) with the size of 3 x 4 cm., and 600 dpi image resolution. Save your photo as a JPG. file
3. Print out your enrolment form and sign your name and date in the form
4. Download the form of document verification for your school to verify and send us your official copy of graduation via mail to Rangsit center or Tha Prachan.
5. Upload scanned copies of the following enrolment documentation as PDF files. Use the color scanning mode (We suggest not to scan any documents via your phone apps) and save them by using your student ID as the name of the files.
All documentation must have your student ID on the top right of every page. Here is the list of the enrolment documentation.
 - 5.1 Your student registration (no certified true copy is required). Save the file as **63XXXXXXXX01**.
 - 5.2 Your copy of national identification card (or passport for international students) Certify the copy and save it as **63XXXXXXXX02**.
 - 5.3 Your exam results or qualifications of your graduation showing the date of graduation. Certify the copy and save it as **63XXXXXXXX03**.
 - 5.4 Any additional documentation to verify any changes of information during the enrolment. Certify the copy and save it as **63XXXXXXXX04**.
 - 5.5 Report of physical examination results and evidence of TB certificate issued by the government or private hospitals. (no certified true copy is required). Save the file as **63XXXXXXXX05**.

- * Under the circumstance that the medical checkup has already been made, the doctor's certificate from the hospital is allowed to be submitted instead of the report. *

Steps for physical examination

1. You can download the physical examination form and TB certificate at www.reg.tu.ac.th and go to the **link: For new students.**
2. Upload your physical examination results and TB certificate to Students Affairs at www.reg.tu.ac.th and go to the **link: new students.**
3. for more information on physical examination, please contact Thammasat Well Being Center on the first floor of Social Science Building, Rangsit center. Tel: 02-6966600 – 2 (during weekdays) or see **Thammasat Well Being Center** web page.

6. Regarding your student ID card, Office of the Registrar will inform you again later.

Remarks

- * Please note that if the documentation is not correct and completed, we shall regard your enrolment as **incomplete**. Office of the Registrar will contact you later.
- * Please complete the steps of enrolment by the due date stated in the new undergrad schedule. If you are unable to complete it by the due date, please inform your faculty within 14 days since the term starts, not later by the end of the first semester.
- * Ensure that you have a photocopy of your enrolment documentation as a proof. Office of the Registrar may need to ask you to show it later.
- * **63XXXXXXXX01-63XXXXXXXX05** represent your student ID (10 digits) following by each document number (two digits:01-05)

Admissions and Student Records Certificate of Qualification Section

Office of the Registrar

Updated on June 26, 2020