

Steps of enrolment for Postgraduate 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 of enrolment.

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 colored photo (.JPG) with the image resolution of at least 600 dpi.

Photo Basics

- Taken in plain clothing or classic suit styles with polite colors or government uniforms
 - You cannot wear academic dress
 - You cannot wear a hat and sun glasses
 - Face the camera directly with full face in view
 - Have a neutral facial expression with a closed-lip smile
 - Use a plain white or simple background.
3. Print out your enrolment form and sign your name and date in the form.
 4. Download the form of document verification for your university to verify and send us your official copy of graduation via mail to Rangsit center or Tha Prachan campus.
 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 form (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 your personal information during the enrolment. Certify the copy and save it as 63XXXXXXXX04.
- 5.5 Medical certificate issued by the doctor within 6 months. The doctor shall certify that you are in good health and have no such physical handicap or disability which would hinder the pursuit of studies. Certified true copy is not required. Save the file as 63XXXXXXXX05.

* Please note that if the documentation is not correct and completed, we shall regard your enrolment as **incomplete**. *

Please complete the steps of enrolment by the due date stated in the new postgrad students' study schedule. If you are unable to complete it by the due date, please inform your faculty within 14 days since the term starts.

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

Remarks

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