

Enrollment Guideline for Undergraduate Academic year 2022, Thammasat University

Student enrollment is the process of arranging for all incoming students who have passed the final selection process and have received the announcement. Students are required to enroll according to university terms and conditions as follows

1. Find your student No. at <https://web.reg.tu.ac.th/registrar/searchnewstudent.asp>

2. Steps of student enrollment

A. Log into www.reg.tu.ac.th with your student No. and password as your passport No. then fill in and save your personal information.

B. Upload your color photo with 5x6 cm. size, 591X709 pixel, 300 dpi, JPG type and no flash or extremely bright

C. Edit your personal information- students can edit any information except Thai name and identification No./Passport No. after the first submit.

D. Submission for student ID card

You can follow up the submission status and the appointment by selecting the button "Request Follow-up" and contact Bangkok Bank.

Campus	Bangkok Bank branch	contact
1. Thaphrachan	TU Thaphrachan branch	คุณวิระยุทธ สระคำ (Werayut Sarakham) 02-2222481-2 Email: Wirayut.Sarakum@bangkokbank.com
2. Rangsit	TU Rangsit branch	คุณลลิตา ทองซิ่ง (Lalita Thongchang) 02-5642751-3 Email: Lalita.Thongchung@bangkokbank.com
3. Lampang	Soptui branch	คุณท้าวญรัักษ์ ปวงลังกา (Tewanrak Ponglangka) 054-226015 / 054-218109 Email: Tewanrak.Puanglungga@bangkokbank.com
4. Pattaya	Siamcountry club branch	คุณภัทราภรณ์ แป้นแก้ว (Phattharaphon Pankeaw) 038-405196-199 Email: Pattharaporn.Pankeaw@bangkokbank.com



E. Download and print a degree verification form together with a photocopy of your qualification certificate and send all the documents to your previous educational institution to verify and get the documents approved, then send them to the office of the registrar Thammasat University. You can download the form after having found your student No.

F. Upload Enrollment Document

- A photocopy of your passport (**Certified as true copy needed**) and save your file name as TU01

- A photocopy of your official high school transcript (ป.พ.1) or degree certificate or qualification certificate which shows a conferred date (**Certified as true copy needed**) and save your file name as TU02

- A Medical Certificate (**No certified as true copy needed**) save your file name as TU03

Medical checkup details

1. Download Medical Examination Report via

<http://satu.colorpack.net/index.php/th/news/item/2406-2565>

2. For further inquiries, please contact Thammasat Well Being Center, 1st floor SC Building Thammasat University Rangsit campus Tell. 02-6966600 – 2 (official working hours) or Facebook : Thammasat Well Being Center.

- A photocopy of document for any change of personal information i.g. name change upload this document if your name on the certificate and passport do not match and save your file name as TU04 (**Please make a certified as true copy**)

Remarks: All information in No.1-2 is required to be completed before the course enrollment or according to the faculty/program schedule or must be completed within 14 days since the first day of school. If there is an incomplete document, the enrollment is considered as invalid unless there is a necessary cause, you need to contact academic advisors and notify to the office of the registrar immediately.

Admissions and Student Records Certificate of Qualification Section,

Office of the Registrar

1 June 2022