



## New Graduate Student Registration Guideline, Academic year 2022 Thammasat University

Please follow the guideline and fill up your information to complete a new student registration process.

1. Find your student ID number: at <https://web.reg.tu.ac.th/registrar/searchnewstudent.asp>

2. Steps for new student registration

2.1 Fill up and save your personal information at <https://reg.tu.ac.th/>

User ID: Student ID

Password: ID Card for Thai citizen or Passport number for international student

2.2 Upload your color photo JPEG file with 5x6 cm size (591X709 pixel or 300dpi), maximum 1Mb. Your photo must be wearing a plain shirt, suit or government officer uniform in a plain color background without wearing hat, glasses, sunglasses and graduation gowns, face forward and look directly into the camera, no flash, closed-lip smile is allowed.

2.3 Edit information Student could edit own information, **except Thai name and ID Card for Thai citizen or Passport number for international student**

2.4 Submission for student ID card

You could follow up the submission status and appointment by clicking on "Request Follow-up" and contact Bangkok bank.

Campus	Bangkok bank branch	contact
1. Thaphrachan	TU Thaphrachan branch	คุณวิระยุทธ สระคำ (Werayut Sarakham) โทร 02-2222481-2 Email: <a href="mailto:Wirayut.Sarakum@bangkokbank.com">Wirayut.Sarakum@bangkokbank.com</a>
2. Rangsit	TU Rangsit branch	คุณลลิตา ทองซิ่ง (Lalita Thongchang) โทร 02-5642751-3 Email: <a href="mailto:Lalita.Thongchung@bangkokbank.com">Lalita.Thongchung@bangkokbank.com</a>
3. Lampang	Soptui branch	คุณเทวีรัฐรักษ์ ปวงลังกา (Tewanrak Ponglangka) โทร 054-226015 / 054-218109 Email: <a href="mailto:Tewanrak.Puanglungga@bangkokbank.com">Tewanrak.Puanglungga@bangkokbank.com</a>
4. Pattaya	Siam country club branch	คุณภัทราภรณ์ แป้นแก้ว (Phattharaphon Pankeaw) โทร 038-405196-199 Email: <a href="mailto:Pattharaporn.Pankeaw@bangkokbank.com">Pattharaporn.Pankeaw@bangkokbank.com</a>

2.5 Download and print out a degree verification form, together with a copy of your certificate or transcript and send to previous university to verify and approve, then send all documents to the office of the registrar at Thammasat University.

2.6 Upload documents for new student registration:

2.6.1 The PDF file of the Thai ID card or passport (for international students): save file name as **TU01 (Please make a certified as true copy)**

2.6.2 The PDF file of official transcript or certificate or degree certificate or qualification certificate which shows a conferred date: save file name as **TU02 (Please make a certified as true copy)**



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2.6.3 The PDF file of Medical certificate (within last 6 months) which indicates that "student is healthy and appropriate to study in the university: save file name as TU03 (**No certified as true copy needed**)

2.6.4 The PDF file of document for any change of personal information Ex. changing name title or changing name-surname *\*In cases* where the name in education document and ID card name do not match (If any): save file name as TU04 (**Please make a certified as true copy**)

**Remarks:** All information in No.1-2 is request 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 office of the registrar immediately.

Office of the Registrar.  
26 April 2022