



Requisition for Certificates and Services (For Current Students)			
Types of Certificates	Details/Attachment	Duration	
		Tha Prachan	Rangsit
1. Transcript	Request Form (FM-RID-01)	Immediate	Immediate
2. Certificate of Student Status	Request Form (FM-RID-01)	Immediate	Immediate
3. Certificate of Expected Graduation	Request Form (FM-RID-01)	- Immediate - 3 working days (Late on Graduation Request)	
4. Certificate of Academic Degree Completion	Request Form (FM-RID-01)	- Immediate - 5 working days (In Case the University Council haven't approved yet)	
5. Visa Certificate	- General Request Form - Copy of Passport and Expired Date of Visa	7 working days	7 working days
6. Associate Degree Certificate (Approved by University Council)	Request Form submitted to a student's faculty	Immediate	Immediate

Remark

1. The fees are 50 Baht per certificate
2. For Certificate of Expected Graduation and Certificate of Academic Degree Completion, students are required to do as follow,
 - Students who're late on graduation request have to recheck and save their additional data before receiving the Certificate of Expected Graduation.
 - Students who request for the Certificate of Academic Degree Completion and waiting for the University Council's approval will be received the document within 5 working days.
3. Other requisitions, please contact our counter service at
 - Office of the Registrar of Thammasat University, Rangsit Campus
 - The A-Nek Prasong Building 1, 4th Floor at Office of the Registrar of Thammasat University, Tha Prachan Campus

Office of the registrar
Thammasat University (Rangsit Campus)

6/2/2020