



คู่มือการขึ้นทะเบียนบัณฑิตออนไลน์

Online Graduate Registration Manual

(สำหรับนักศึกษา)

(User Manual)

งานรับเข้าและทะเบียนประวัตินักศึกษา

Department of Personal Profile Records and Admission

สำนักงานทะเบียนนักศึกษา

OFFICE OF THE REGISTRAR

มหาวิทยาลัยธรรมศาสตร์

THAMMASAT UNIVERSITY



1. Students can register as graduates online through the educational service system by visiting www.reg.tu.ac.th

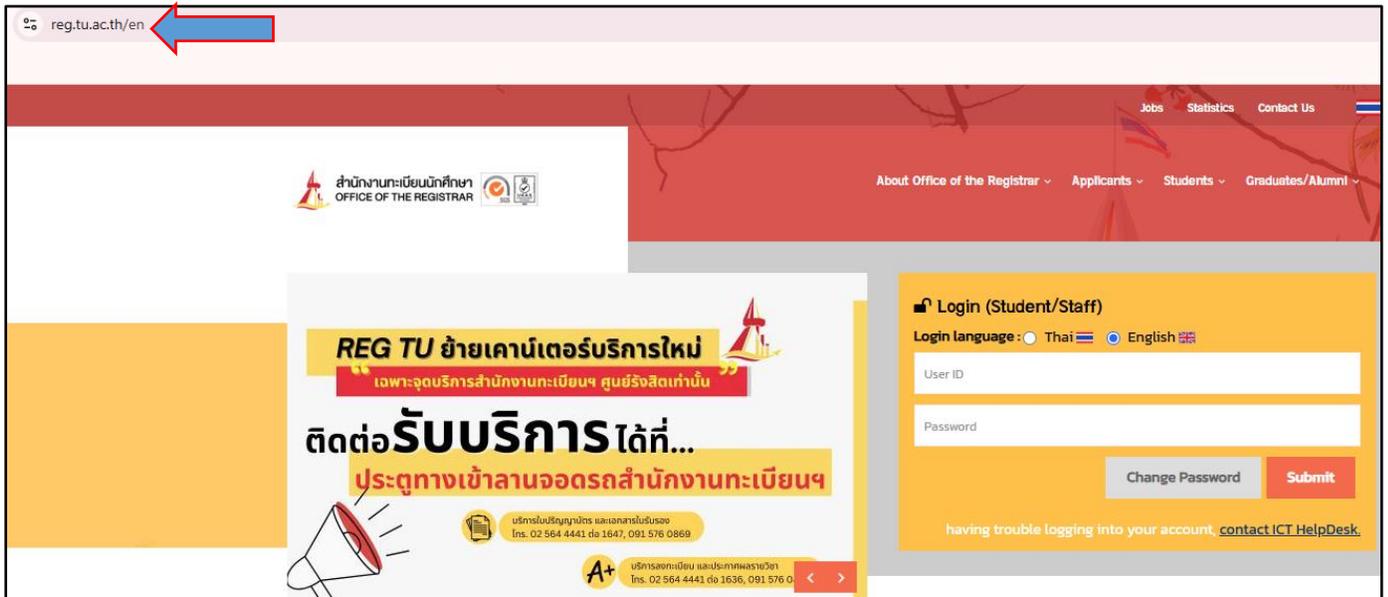


Figure 1: Screenshot of www.reg.tu.ac.th

2. Log in by entering your student ID number and password, then click the "Submit" button to access the system.

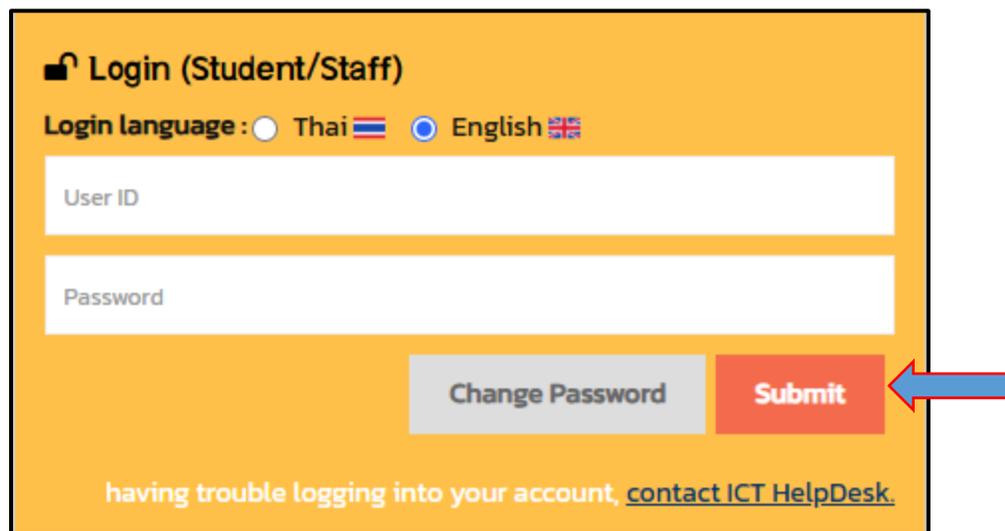


Figure 2: Screenshot of the login page for the Office of the Registrar.

- After successfully logging in, the system will display the main page with a menu bar on the left. If the student has been approved for a degree by the University Council, the system will display the “Graduate Registration” menu.

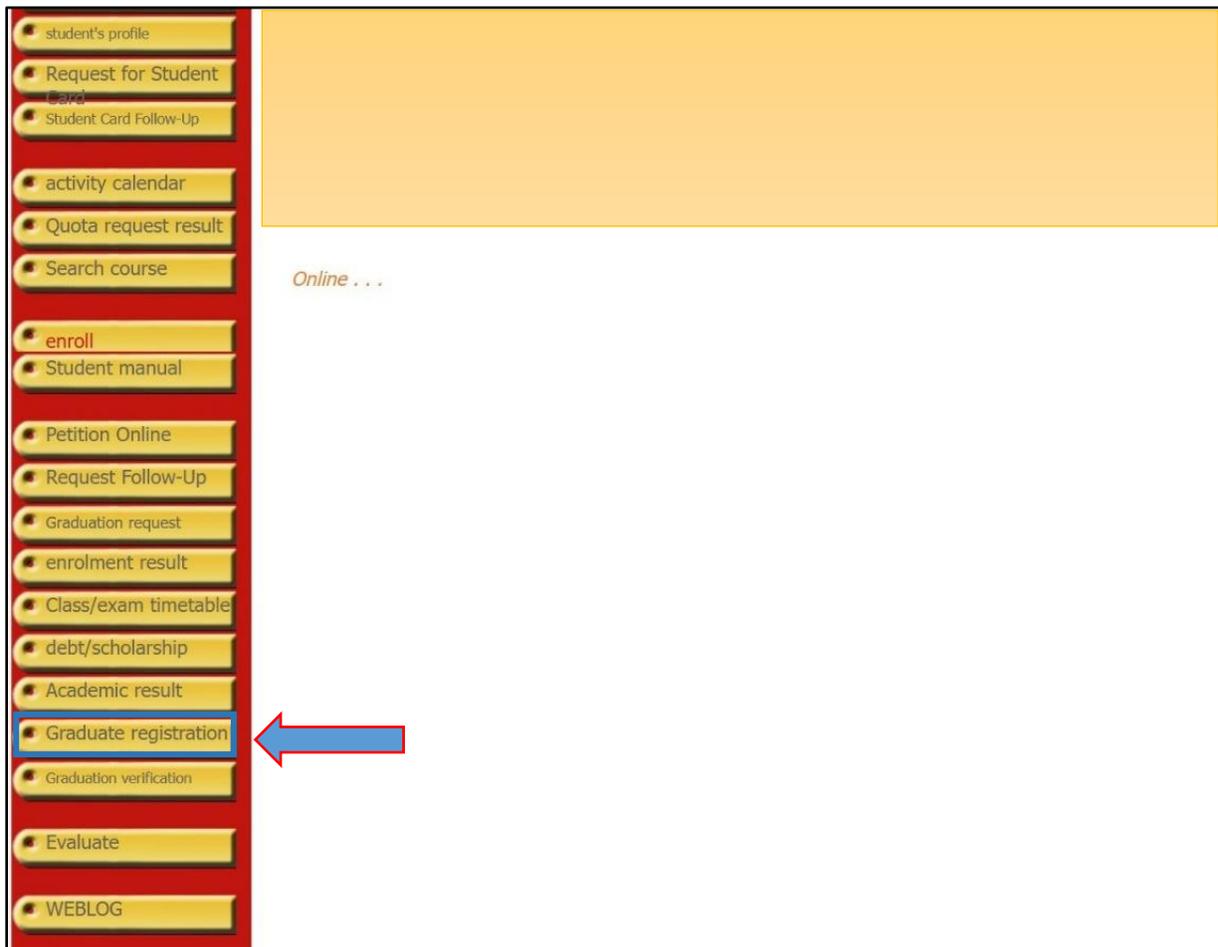


Figure 3: Screenshot of the main page with the “Graduate Registration” menu.

- When clicking the “Graduate Registration” button, if the student has not previously consented to disclose information to third parties, the system will display a notification screen with details. The student must then select either “Agree” or “Disagree” and click the “Save” button.

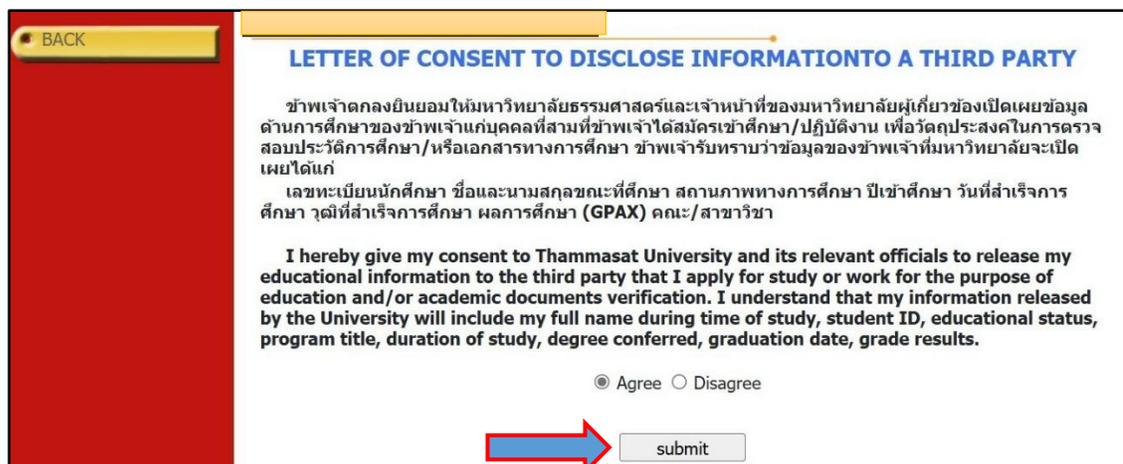
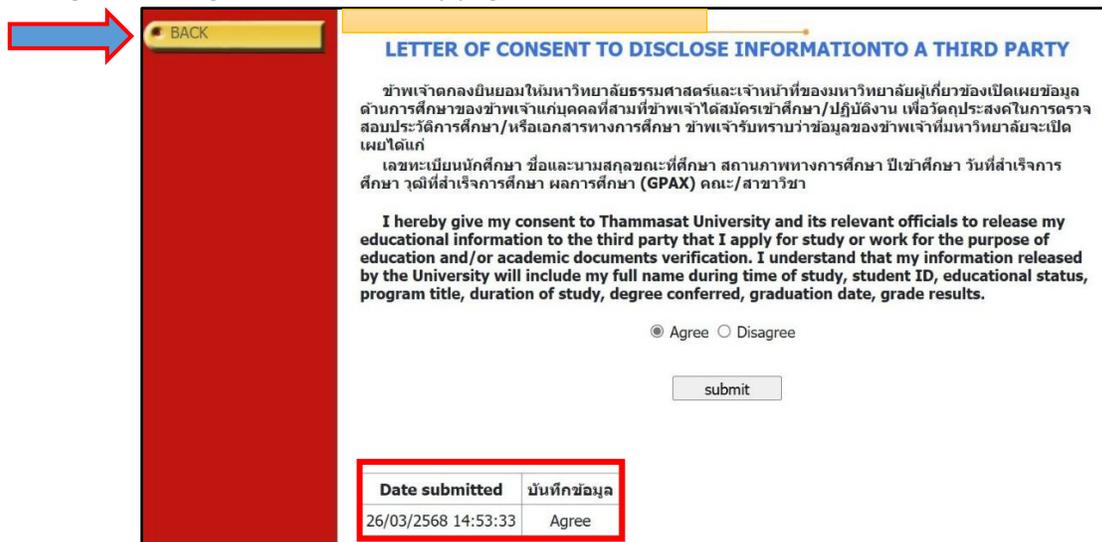


Figure 4: Screenshot of the pop-up notification for consent to disclose information to third parties.

The screen will then display the transaction history, showing whether the student has consented to or declined the disclosure of information to third parties. The student can then click the “Back” button to return to the graduate registration data entry page.



BACK

LETTER OF CONSENT TO DISCLOSE INFORMATION TO A THIRD PARTY

ข้าพเจ้าตกลงยินยอมให้มหาวิทยาลัยธรรมศาสตร์และเจ้าหน้าที่ของมหาวิทยาลัยผู้ที่เกี่ยวข้องเปิดเผยข้อมูลด้านการศึกษาของข้าพเจ้าแก่บุคคลที่สามที่ข้าพเจ้าได้สมัครเข้าศึกษา/ปฏิบัติงาน เพื่อวัตถุประสงค์ในการตรวจสอบประวัติการศึกษา/หรือเอกสารทางการศึกษา ข้าพเจ้ารับทราบว่าข้อมูลของข้าพเจ้าที่มหาวิทยาลัยจะเปิดเผยได้แก่

เลขทะเบียนนักศึกษา ชื่อและนามสกุลขณะที่ศึกษา สถานภาพทางการศึกษา ปีเข้าศึกษา วันที่สำเร็จการศึกษา วันที่สำเร็จการศึกษา ผลการศึกษา (GPAX) คณะ/สาขาวิชา

I hereby give my consent to Thammasat University and its relevant officials to release my educational information to the third party that I apply for study or work for the purpose of education and/or academic documents verification. I understand that my information released by the University will include my full name during time of study, student ID, educational status, program title, duration of study, degree conferred, graduation date, grade results.

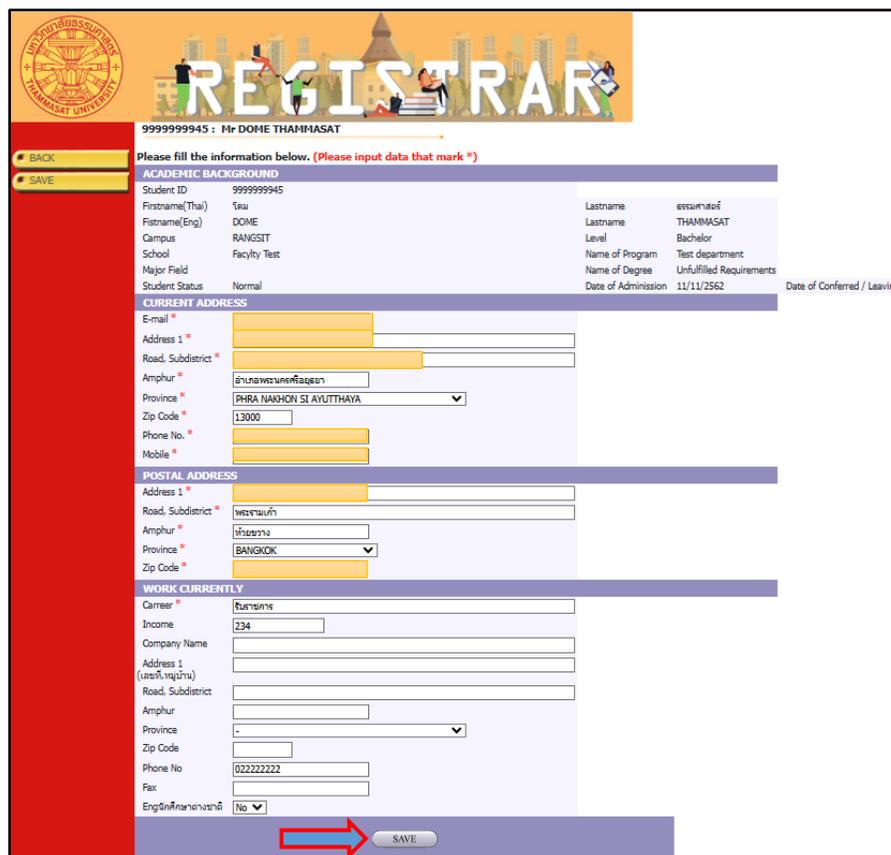
Agree Disagree

submit

Date submitted	บันทึกข้อมูล
26/03/2568 14:53:33	Agree

Figure 5: Screenshot of the consent history page for disclosing information to third parties.

- The system will display a screen for the student to enter graduate registration information. The student must fill in the required fields marked with an asterisk (*). If there is no information, a dash (-) can be entered. Once all required fields are completed as specified by the system, click the “Save” button to continue to the next step.



REGISTRAR

9999999945 : Mr. DOME THAMMASAT

BACK

SAVE

Please fill the information below. (Please input data that mark *)

ACADEMIC BACKGROUND

Student ID: 9999999945

Firstname(Thai): โดม Lastname: ธรรมศาสตร์

Firstname(Eng): DOME Lastname: THAMMASAT

Campus: RANGSIT Level: Bachelor

School: Faculty Test Name of Program: Test department

Major Field: Name of Degree: Unfulfilled Requirements

Student Status: Normal Date of Admission: 11/11/2562 Date of Conferred / Leaving:

CURRENT ADDRESS

E-mail *

Address 1 *

Road, Subdistrict *

Amphur * อำเภอพระนครศรีอยุธยา

Province * PHRA NAKHON SI AYUTTHAYA

Zip Code * 13000

Phone No. *

Mobile *

POSTAL ADDRESS

Address 1 *

Road, Subdistrict * พระรามเก้า

Amphur * พระนคร

Province * BANGKOK

Zip Code *

WORK CURRENTLY

Career * ศึกษานิเทศก์

Income: 234

Company Name

Address 1 (ระบุที่ทำงาน)

Road, Subdistrict

Amphur

Province *

Zip Code

Phone No: 022222222

Fax

Engtitikarnsangarni: No

SAVE

Figure 6: Screenshot of the graduate registration data entry page.

6. After completing the graduate registration data entry, the system will prompt the student to select a method for receiving the graduate registration documents (which include a certificate of degree and an academic transcript). The student can choose from two options for receiving the documents:
 - 6.1 Pick up in person
 - 6.2 Postal Delivery

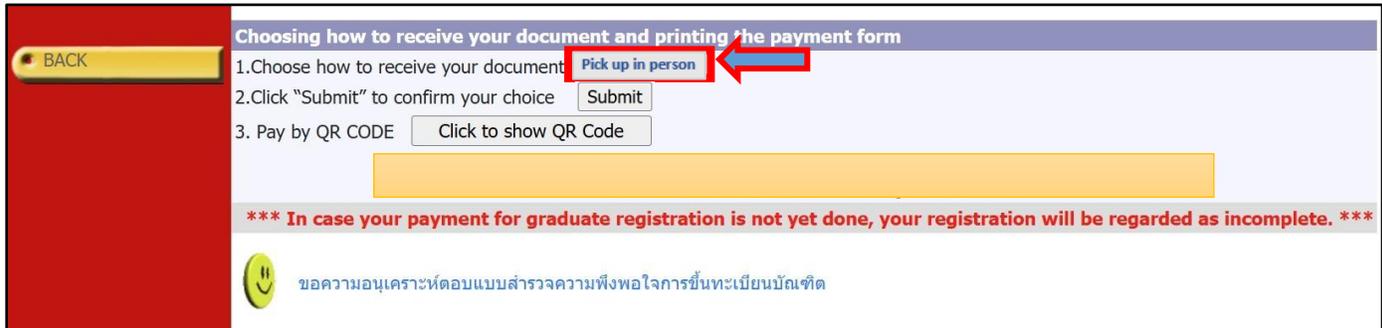


Figure 7: Screenshot of the graduate registration document receipt options.

After selecting the method for receiving the graduate registration documents, click the “Submit” button to confirm the document receipt method. Then, click the “Click to Show QR Code” button to generate a QR code for payment of the graduate registration fee.

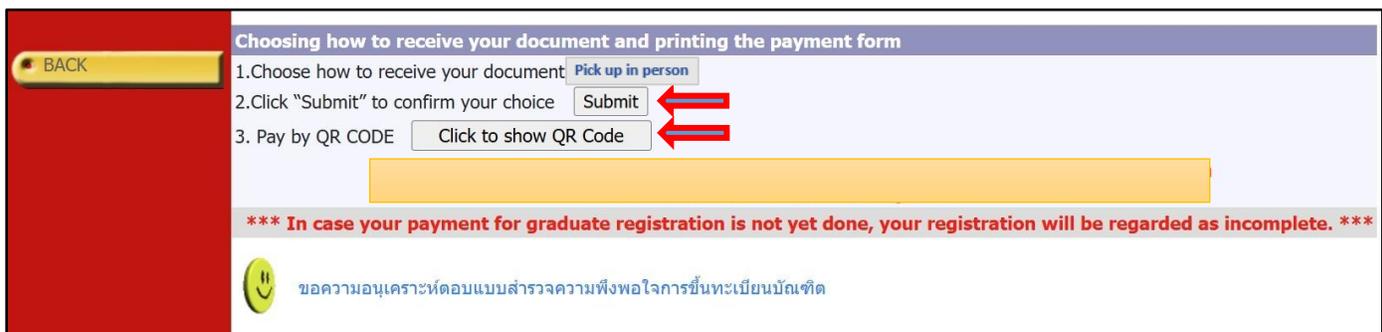


Figure 8: Screenshot showing the “Submit” button and the “Click to Display QR Code” button.

7. The system will display a QR code, and the student can pay the graduate registration fee using a banking application (Mobile Banking) by scanning the QR code displayed on the screen. Once the student completes the payment and receives the payment slip, the graduate registration process will be considered fully completed.



Figure 9: Screenshot displaying the QR code for fee payment.



Additional Information:

Contacting for Graduate Registration Documents

1. **Pick up in person:** Students must print the payment slip and bring it to the Office of the Registrar to collect the graduate registration documents. This can be done from Monday to Friday (**except public holidays**) between 8:30 AM and 4:00 PM. Documents can be collected immediately after payment is made.
2. **Postal Delivery:** Graduate registration documents will be sent on the next business day (**only within Thailand**) after the payment is completed. Students can view the tracking number on the main page (after logging in) and enter the tracking number at the following link: <https://track.thailandpost.com/>.

The screenshot shows the Registrar website interface. On the left, there is a navigation menu with options: Log Out, student's profile, Student Card Follow-Up, and activity calendar. The main content area features the Thammasat University logo and a large 'REGISTRAR' banner. Below the banner, there is a message in Thai: 'ท่านขึ้นทะเบียนบัณฑิตแล้วและมหาวิทยาลัยได้จัดส่งเอกสารสำคัญทางการศึกษาทางไปรษณีย์ลงทะเบียนตอบรับ หมายเลข EW: [redacted] TH เรียบร้อยแล้วเมื่อวันที่ 20 February 2025'. Below this, it says 'ผู้สำเร็จการศึกษา/ศิษย์เก่า ที่ขึ้นทะเบียนแล้ว สามารถยื่นคำร้องขอเอกสารสำคัญทางการศึกษาได้ ที่ www.reg.tu.ac.th เลือกหัวข้อ ผู้สำเร็จการศึกษา/ศิษย์เก่า >> ใบบรรองออนไลน์สำหรับ(ศิษย์เก่า)'. The tracking number 'EW: [redacted] TH' is highlighted with a red box.

Figure 10: Screenshot displaying the tracking number status page.

The screenshot shows the Thailand Post tracking website. The header includes the Thailand Post logo and the text 'ไปรษณีย์ไทย Thailand Post'. The main heading is 'Track status'. Below it, there is a prompt: 'Enter the 13 digit item number [Sample : EF58256815ITH]'. There is a large input field for the tracking number, with a red arrow pointing to it from the left. To the right of the input field is a red 'Search' button. Below the search button is a green checkmark icon and the text 'สำเร็จ!'. At the bottom, there is a note: '* Please enter , (Comma) Item number separator in the case of more than 1 tracking (Sample : EF58262115ITH, EA66645815ITH, RG453678925TH) A maximum of 10 items can be entered at a time.' and a link: 'สามารถติดตามสถานะสิ่งของผ่าน LINE Thailand Post ได้แล้ว คลิกเลย...'

Figure 11: Screenshot showing the input field for entering the tracking number.