



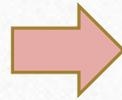
# Registration Guidelines For New Graduate Students

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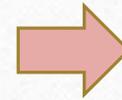
Academic Year 2023

Thammasat University

1. Find your student  
no. and log in

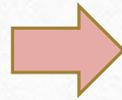


2. Fill in personal  
information

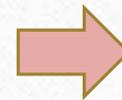


3. Upload your  
student photo

4. Make a request  
for student card



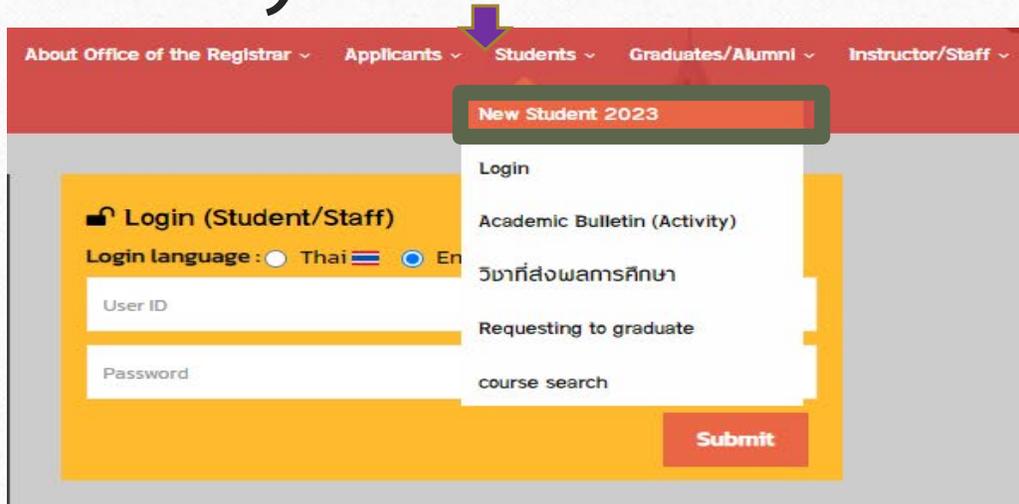
5. Submit a verification  
form to your previous  
institution



6. Upload your  
documents

Follow these 6 steps to complete your new student registration with  
Thammasat University

# 1. Find your student No.



Navigation menu: About Office of the Registrar, Applicants, Students, Graduates/Alumni, Instructor/Staff

Dropdown menu (Students):

- New Student 2023
- Login
- Academic Bulletin (Activity)
- วิชาที่ส่งพจนมศึกษา
- Requesting to graduate
- course search

Main content area: Login (Student/Staff), Login language (Thai, English), User ID, Password, Submit

- Click on Student ➔ New Students 2023 ➔ Find Student No.
- Find your student no. with your passport no. or name and last name



REGISTRAR

ค้นหาเลขทะเบียนนักศึกษา  
Find Student ID

ค้นหาด้วยเลขประจำตัวประชาชน  
Fill identification number (for Thais)  
or passport number (for foreigner)

หรือ / Or

ค้นหาด้วยชื่อ (Fill First name) ค้นหาด้วยนามสกุล (Fill Last name)

เวลา 14:32:42 น.  
Contact us

If your student no. is not found, please contact at [register@reg.tu.ac.th](mailto:register@reg.tu.ac.th) <For Students at Rangsit, Lampang and Pattaya Campus> and [prachan@reg.tu.ac.th](mailto:prachan@reg.tu.ac.th) <For Students at Tha Prachan Campus and College of Innovation, Pattaya Campus> Please inform your name and faculty you are in.

## 2. Fill in Personal Information

About Office of the Registrar ▾ Applicants ▾ Students ▾ Graduates/Alumni ▾ Instru

**Login (Student/Staff)**

Login language :  Thai  English

User ID

Password

Submit

9999999947 : Mr TESTCARD STUDENTCARD

### student's profile

Please make sure that your information is correct. (the information with \* must be filled)

#### Student Background

Title:	Mr / นาย
First Name(for Thais)*	ทดสอบ
Family Name(for Thais)*	บัณฑิตศึกษา
First Name (BLOCK LETTERS)*	TESTCARD
Family Name(BLOCK LETTERS)*	STUDENTCARD
Date of Birth (DD/MM/YYYY)*	13/12/1991
Nationality*	THAI
<b>Gender*</b>	<input checked="" type="radio"/> MALE <input type="radio"/> FEMALE <input type="radio"/> OTHER
National ID Card No:/ Passport No.	111111111147
Date of Issue (DD/MM/YYYY) e.g. 22/01/2014*	22/01/1981
Date of expiry (DD/MM/YYYY) e.g. 22/01/2014*	22/01/2012

I hereby agree/disagree to allow the university to process my personal data for my academic services and welfares, and also for the university to manage academic and administrative tasks.

- Go back to the main page
- Log in with your student no. and password as your passport no.
- Fill in all required information
- Press **Submit**

## Difficulties

### Academic Information

Country/Province*	N/A / ไนโรบี
School*	General Educational Development (GED) <span>Select</span>
Graduation Year (as stated on the certificate) *	2017
Overall G.P.A Or GED (e.g. 0.00)*	5

สำนักงานทะเบียนนักศึกษา มหาวิทยาลัยธรรมศาสตร์ - Google Chrome

web.reg.tu.ac.th/registrar/schoolselect.asp?entvid=72&schProvince=9999&schoolLevel=N

If you don't find your school, please click at [Add School Form](#)

School

**Before submitting the request form, let's make sure there's no institution name on the list**

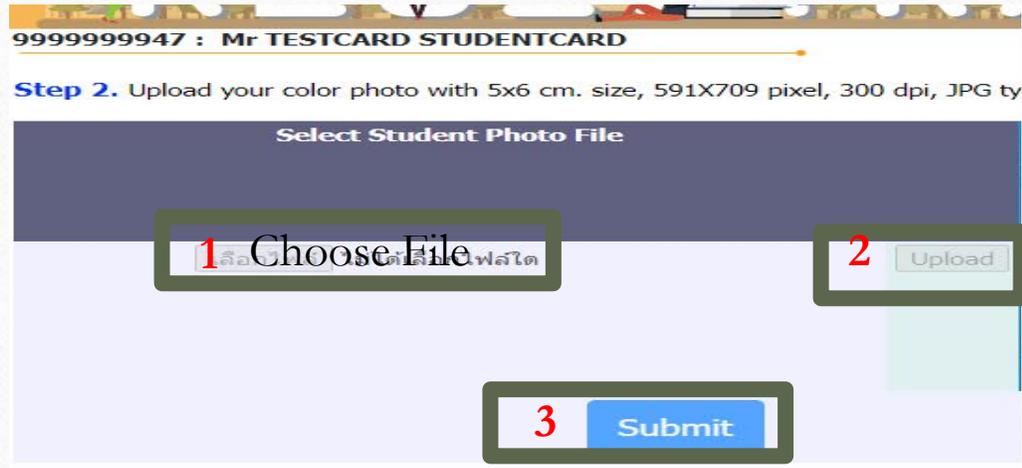
If you can't find the institution name, try entering one character to filter the data instead of entering the full name.

I.g. enter 'T' instead of 'Thammasat'

**After submitting the Form**

Our IT staff will inform you that the institution's added to the record via email within 2 business days.

# 3. Upload your Student Photo



## What to wear

- Plain shirt, suit or government uniform
- Avoid hat, glasses and graduation gowns

## What to do

- Face directly to camera
- Avoid grinning

## Image Requirements

- Color photo and plain background
- Dimensions: 5X6 cm or 591x709 pixel
- Resolutions: 300 dpi
- File Type: JPG
- Size: 50 KB to 1 MB
- No flash or extremely bright

## How to Upload

- ➡ Choose file ➡ Upload ➡ Submit

# 4. Request for Student Card

**student's profile**

**Student Background**

Title	Mr / นาย
Name(Thai)	ทดสอบบัตร
Family name(Thai)	บัตรนักศึกษา
Name(Eng) (Capital letter)	TESTCARD
Family name(Eng) (Capital letter)	STUDENTCARD
Birth Date (DD/MM/YYYY)	13/12/1991
Nationality	THAI
Gender*	<input checked="" type="radio"/> MALE ♂ <input type="radio"/> FEMALE ♀ <input type="radio"/> OTHER ⚧
National ID/Passport ID	111111111147
Date of issue (DD/MM/YYYY)	22/01/1981
Date of expiry (DD/MM/YYYY)	22/01/2012
e.g. 22/01/2014	

- Click on Request for Student Card
- Input your data to make the card with the Bangkok Bank, Thammasat University
- Press Submit

**REGISTRAR**

9999999947 : Mr TESTCARD STUDENTCARD

**Input/Edit Student Record**

Step 1. Recheck or edit your personal information and click "Submit"

**Personal Information**

Title:	นาย / Mr
First Name(for Thais)	ทดสอบบัตร
Family Name(for Thais)	บัตรนักศึกษา
First Name (BLOCK LETTERS)	TESTCARD
Family Name(BLOCK LETTERS)	STUDENTCARD
National ID Card No./ Passport No.	111111111147
Date of Issue (DD/MM/YYYY)	<input type="text" value="22/01/1981"/>
e.g. 22/01/2014	
Date of expiry (DD/MM/YYYY)	<input type="text" value="22/01/2012"/>
e.g. 22/01/2014	
National ID Card / Passport Issue By	<input type="text"/>
Blood group	<input type="text" value="A (๒)"/>
Gender	<input checked="" type="radio"/> MALE ♂ <input type="radio"/> FEMALE ♀

# Difficulties

9999999947 : Mr TESTCARD STUDENTCARD

[BACK](#)

## Input/Edit Student Record

Step 1. Recheck or edit your personal information and click "Submit"

### Personal Information

Title:	นาง / Mr
First Name(for Thais)	ทดสอบบัตร
Family Name(for Thais)	บัตรนักศึกษา
First Name (BLOCK LETTERS)	TESTCARD
Family Name(BLOCK LETTERS)	STUDENTCARD
National ID Card No./ Passport No.	111111111147
Date of Issue (DD/MM/YYYY) e.g. 22/01/2014	<input type="text" value="22/01/1981"/>
Date of expiry (DD/MM/YYYY) e.g. 22/01/2014	<input type="text" value="22/01/2012"/>
National ID Card / Passport Issue By	<input type="text"/>
Blood group	<input type="text" value="A (๒)"/>
Gender	<input checked="" type="radio"/> MALE ♂ <input type="radio"/> FEMALE ♀

### Present Address (in Thailand only)

Country*	<input type="text" value="THAILAND"/>
House/Room number*	<input type="text" value="testt"/>
Road/Street*	<input type="text" value="ถนนtestt"/>
Province/State*	<input type="text" value="PATHUM THANI"/>
District*	<input type="text" value="Khlong Luang"/>
Subdistrict*	<input type="text" value="Khlong Nueng"/>
Postal Code*	<input type="text" value="12120"/>

- Due to the Bank regulation, your present address and mobile number must be in Thailand.
- If you don't have a residence in Thailand yet, please skip this step and continue to the step no.5.

## 4. Request for Student Card (continued)

999999947 : นายทดสอบบัตร บัณฑิตศึกษา

หากนักศึกษาต้องการเปลี่ยนรูปให้แจ้งงานรับเข้าและทะเบียนประวัติ หรือ register@reg.tu.ac.th



ตัวอย่างรูปถ่ายสำหรับทำบัตร

click "Submit" to send Request for Student Card

Submit

Please wait for a moment until a Showing alert Message

**\*\*\* Alert: After pressing submit, you cannot change your photo since it's been sent directly to the Bangkok Bank to make your ID. \*\*\***

- Press Submit again

**Alert: After pressing submit, you cannot change your photo since it's been sent directly to the Bangkok Bank to make your ID.**

# Student Card Follow-up

Request No. : 1444034	date/time recorded 23/3/2566 13:40:57	
Number	List	campus
Student Card Receive Date 24/03/2566		
Document Status :		
1	Request For Student Card (First) : 1115	RANGSIT
<b>Information Detail</b>	ติดต่อ ธนาคารกรุงเทพ จำกัด (มหาชน) สาขามหาวิทยาลัยธรรมศาสตร์ ศูนย์รังสิต โทร. 02564 2751-3	

- Follow up the date and place to receive your student card as per the captured photo.

Bangkok Bank Contact

- Thammasat Tha Prachan Campus branch Tel 02-2222481-2
- Thammasat Rangsit Campus branch Tel 02-5642751-3
- Sop Tui, Lampang Campus branch Tel 054-226015 / 054-218109
- Siam Country Club, Pattaya Campus branch Tel 038-405196-199

Please contact the bank in business hours only

# 5. Academic Verification

999999947 : Mr TESTCARD STUDENTCARD

### student's profile

**Student Background**

Title	Mr / นาย
Name(Thai)	ทดสอบบัตร
Family name(Thai)	บัตรนักศึกษา
Name(Eng) (Capital letter)	TESTCARD
Family name(Eng) (Capital letter)	STUDENTCARD
Birth Date (DD/MM/YYYY)	13/12/1991
Nationality	THAI
Gender*	<input checked="" type="radio"/> MALE ♂ <input type="radio"/> FEMALE ♀ <input type="radio"/> OTHER ☹
National ID/Passport ID	111111111147
Date of Issue (DD/MM/YYYY) e.g. 22/01/2014	22/01/1981
Date of expiry (DD/MM/YYYY) e.g. 22/01/2014	22/01/2012

I hereby agree/disagree to allow the university to process my personal data for my academic services and welfares, and also for the university to manage academic and administrative tasks.

I Agree  I Disagree

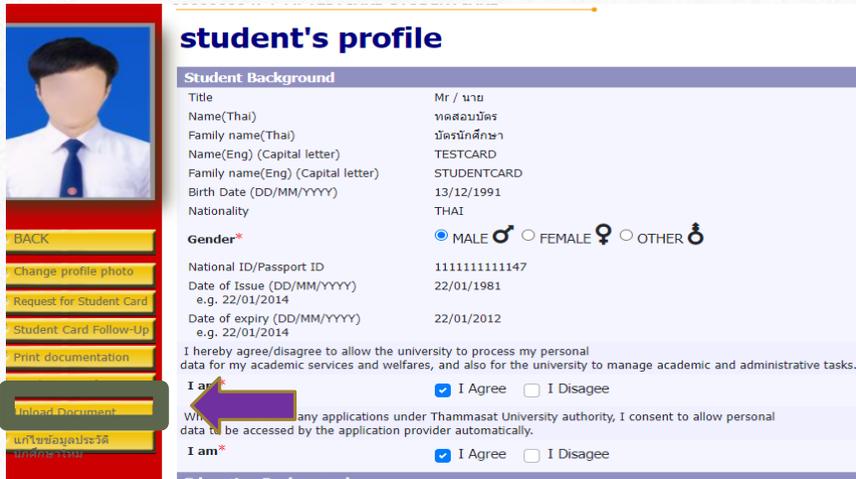
Academic verification

**Please download printed request letter and printed verification formStudent**

File Name	#
<b>1.Print Request Letter</b>	
1 จดหมายนำส่ง	
2 Request letter for Third-Party Verification of Transcript of Academic Performance	
<b>2.Educational Verification</b>	
1 แบบฟอร์มตรวจสอบคุณวุฒิ	
2 Third-Party Verification of Transcript of Academic Performance form	

- Choose Academic Verification
- Download and print a letter and a degree verification form
- Submit all mentioned forms together with a copy of your graduation certificate to your previous institution and send the completed ones back to the Office of the Registrar
- **Noted: You can download the letter and form after having your student no. and fill all required information**

# 6. Upload Documents



**student's profile**

**Student Background**

Title	Mr / นาย
Name(Thai)	ทดสอบบัตร
Family name(Thai)	บัตรนักศึกษา
Name(Eng) (Capital letter)	TESTCARD
Family name(Eng) (Capital letter)	STUDENTCARD
Birth Date (DD/MM/YYYY)	13/12/1991
Nationality	THAI

**Gender\***  MALE ♂  FEMALE ♀  OTHER ⚧

National ID/Passport ID: 111111111147  
Date of Issue (DD/MM/YYYY) e.g. 22/01/2014: 22/01/1981  
Date of expiry (DD/MM/YYYY) e.g. 22/01/2014: 22/01/2012

I hereby agree/disagree to allow the university to process my personal data for my academic services and welfares, and also for the university to manage academic and administrative tasks.

I am  I Agree  I Disagree

When I apply any applications under Thammasat University authority, I consent to allow personal data to be accessed by the application provider automatically.

I am  I Agree  I Disagree

**Upload Document**

9999999947 : Mr TESTCARD STUDENTCARD

## Uploading enrolment documentation

### How To Upload

1. Upload your colored-scanned copies saved in PDF format only within 4 MB per file
2. Please rename each document file before importing . You can use English letters and/or numbers. To avoid a system error, please do not use any special Character
3. Please check all document files before importing.
4. No. 1 (Copy of ID card or passport) and No. 2 (Exam results or qualifications of graduation) are mandatory files
5. Once all the documents are enlisted as uploaded files, click "Send File". After click "Send File", the document file cannot be imported/changed.

File Name			
1. Copy of ID card or passport.	Sent.	9999999947_D90.pdf	1
2. Exam results or qualifications of graduation (Transcript of academic performance/School's transcript).	Sent.	9999999947_D91.pdf	2
3. Additional documentation.	Sent.	9999999947_D92.pdf	3

**SEND FILE**

## Choose Upload Document

Please upload required documents which are

- 1. A Copy of Passport (Certified as true copy needed) – save the file name as TU01
- 2. A Copy of Graduation Certificate such as official transcript and qualification certificate which states the conferred date (Certified as true copy needed) - save the file name as TU02
- 3. A Copy of name change (If any) only upload it when your name on the certificate and passport don't match. (Certified as true copy needed) - save the file name as TU03

# Edit Profile

BACK

Change profile photo

Request for Student Card

Student Card Follow-Up

Academic verification

Upload Document

**Edit Profile**

Nationality THAI

Gender\*  MALE  FEMALE  OTHER

National ID/Passport ID 111111111147

Date of Issue (DD/MM/YYYY) 22/01/1981  
e.g. 22/01/2014

Date of expiry (DD/MM/YYYY) 22/01/2012  
e.g. 22/01/2014

I hereby agree/disagree to allow the university to process my personal data for my academic services and welfares, and also for the university to manage academic and adminis

I am\*  I Agree  I Disagree

When I install any applications under Thammasat University authority, I consent to allow personal data to be accessed by the application provider automatically.

I am\*  I Agree  I Disagree

- Choose **Edit Profile** if some of your information is incorrect.
- Exception: Name and Surname in Thai language and Passport No.

# Duration

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- The student registration process must be complete before the course enrollment or according to the University's schedule or must be completed within 14 days since the first day of semester. If there is an incomplete document, the registration is considered as invalid. Unless there is a necessary cause, you need to contact the faculty and notify the office of the registrar immediately.

# Contact Us

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- Rangsit, Lampang and Pattaya Campus: [register@reg.tu.ac.th](mailto:register@reg.tu.ac.th)
- Tha Prachan Campus and College of Innovation, Pattaya Campus :  
[prachan@reg.tu.ac.th](mailto:prachan@reg.tu.ac.th)