



Announcement by the Office of Registrar

Re: Guidelines for Requesting and Issuing digital academic documentation

To speed up our process of issuing academic documentation under the circumstance of the pandemic of the coronavirus disease (COVID-19) accordingly to announcements and regulations made by Thammasat University and the government regarding controls and preventive measures to cope with COVID-19. Therefore, the Office of Registrar would like to announce the guidelines how to request and to issue academic documents electronically as follows:

1. To serve our service recipients in a timely manner and convenience, students now can submit request forms for digital academic documents via our website, <https://www.reg.tu.ac.th>.

2. All academic documents will be issued electronically. The content and authenticity will be reliably certified by a QR code, which will be also verified as an official documentation accredited by Act B.E.2544 on electronic transactions, Section 35.

3. The documents shall be valid for 60 days after the date of issue according to our manual: <https://web.reg.tu.ac.th/registrar/Download/ManualRequestElectronicCertificate.pdf>.

4. Since the documents are issued in a digital form, they will not be sealed by the University Signature of Dhammachak. Instead, the Office of Registrar will verify the authenticity and originality. Regardless of a statement written that "NOT VALID WITHOUT SEAL", the digital document originated by the Office of Registrar is regarded as valid with seal.

5. Thammasat University has approved of fees for digital academic documentation as publicly announced on all-inclusive fees for sending digital academic documentation B.E.2563.

This announcement becomes effective from September 16, B.E. 2564 onwards.

Announced on September 16, B.E. 2564

A handwritten signature in black ink, reading "Chainarong Chaktranond".

Assoc. Prof. Dr. Chainarong Chaktranond

Registrar