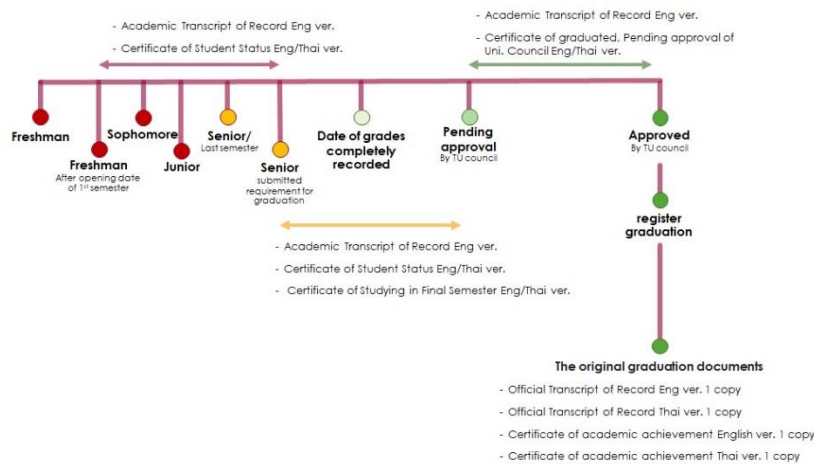




## Service Standards for Certificate Requests (For Current Students)

Types of Certificates	The Processing Time for Receipt			Details/Attachment	Remark
	The Counter	Post	Electronic file		
1. Academic Transcript	Immediate	within 5 business days after payment	within 2 business days after payment	Application for Certificates (REG-FM-EDT-01) or <a href="https://www.reg.tu.ac.th">https://www.reg.tu.ac.th</a>	-
2. Certificate of Student Status	Immediate				-
3. Certificate of Studying Status in the final semester	Immediate				Students must graduation request at least 1 day
4. Certificate of Graduated, pending the approval of the University Council	Immediate				Students must be in the process of submitting their degree approval to the University Council
5. Associate Degree Certificate	Immediate			Application for general (REG-FM-RID-04)	-
6. Other	Contact the Staff			-	Contact details below

### Type of Certificates for Each Periods of Student Status



### Remark

- The fees are 50 Baht per certificate Except the Doctoral degree of the Faculty of Commerce and Accountancy are 100 Baht per certificate
- For educational documents not listed, please contact
  - Office of the Registrar, Thammasat University (Rangsit Campus)  
Tel. 02-5644441-70 Ext 1603-1609 and 1626 Email. [register@reg.tu.ac.th](mailto:register@reg.tu.ac.th)
  - Office of the Registrar, Thammasat University (Tha Prachan Campus)  
The Anekprasong 1 Building, 4th Floor  
Email. [prachan@reg.tu.ac.th](mailto:prachan@reg.tu.ac.th)



### Service Standards for Certificate Requests (For Alumni)

Types of Certificates	The Processing Time for Receipt				Details/Attachment	Remark
	The Counter		Post	Electronic file		
	Tha Prachan Campus	Rangsit Campus				
1. Previously Received Educational Documents - Official Transcript of Record (Thai version) - Official Transcript of Record (English version) - Certificate of Academic Achievement (Thai version) - Certificate of Academic Achievement (English version) - Translation of Certificate (English version)	Immediate	Immediate	within 5 business days after payment	within 2 business days after payment	Application for Certificates (REG- FM-EDT-02) or <a href="https://www.reg.tu.ac.th">https://www.reg.tu.ac.th</a>	In the case of no information in the system, the document will be scheduled for pickup/delivery within 5 business days
-			-	-		
2. Verification of Names (English version)			-	-	-	-
3. Certificate of Former Student	-	-	-	-	-	-

4. Unfulfilled Transcript		3 business days	within 5 business days after payment	within 2 business days after payment	Application for Certificates (REG-FM-EDT-02) or <a href="https://www.reg.tu.ac.th">https://www.reg.tu.ac.th</a>	In the case of no information in the system, the document will be scheduled for pickup/delivery within 5 business days
5. Sealed envelopes requested - To whom it may concern - Other	Immediate	Immediate	within 5 business days after payment	-	Application for Certificates (REG-FM-EDT-02) or <a href="https://www.reg.tu.ac.th">https://www.reg.tu.ac.th</a>	In the case of no information in the system, the document will be scheduled for pickup/delivery within 5 business days
6. Copy of Diploma (Thai version)	15 business days		-	-	- Application for Certificates (REG-FM-EDT-02) - Copy of ID card - Copy of Certificate of Academic Achievement - The fees are 3,000 Baht	Collect documents at Rangsit Campus service counter
7. Other	Contact the Staff				-	Contact details below

**Remark**

Office of the Registrar, Thammasat University (Rangsit Campus)

Tel. 02-5644441-70 Ext 1603-1609 and 1626

Email. [register@reg.tu.ac.th](mailto:register@reg.tu.ac.th)

Office of the Registrar, Thammasat University (Tha Prachan Campus)

The A-Nek Prasong Building 1, 4th Floor

Email. [prachan@reg.tu.ac.th](mailto:prachan@reg.tu.ac.th)