สำนักงานทะเบียนนักศึกษา
OFFICE OF THE REGISTRAR

Steps for applying for graduation

Senior students, expecting to graduate by the end of the last semester, must apply for graduation through our online TU registrar system at www.reg.tu.ac.th. Your request will be processed to ensure that you have met the university level requirements before the Office of Registrar can proceed and propose your request to Thammasat University council to confer your degree. This process takes some time; therefore, the request form must be submitted within the due date as shown in the academic calendar.

These are simple steps to apply for graduation.

Step 1: Log in to our online system using your student ID number and password (Figure 1).

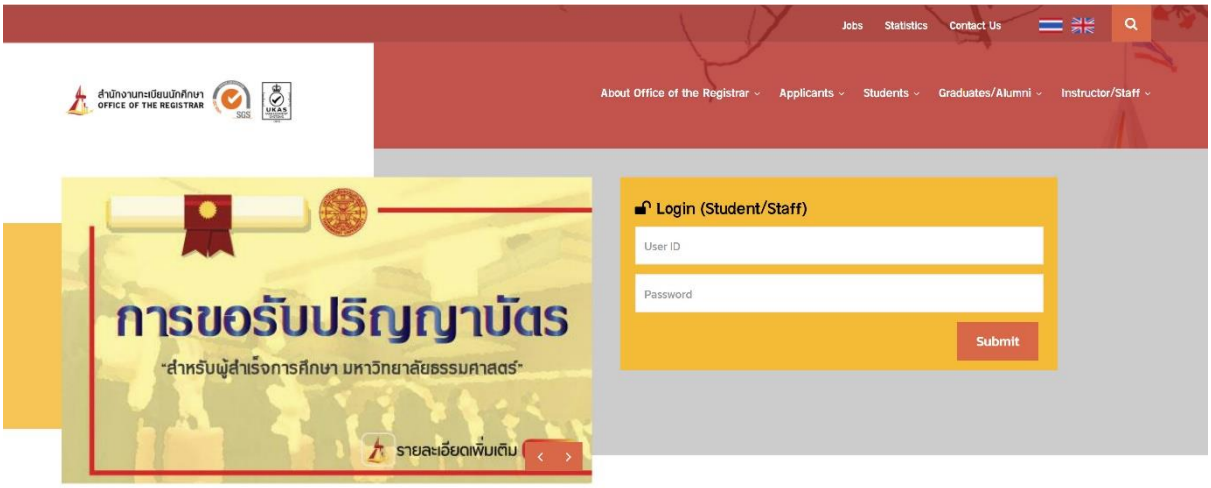


Figure 1 Log in to TU registrar system

Step 2: Go to the menu bar on your left, choose the button "**Graduation Request**" (Figure 2). This button will appear on your screen in due time. (If you wish to find information on the schedule of graduation application, you can do so by checking it from the academic calendar of events.) Click on this button to go to the next screen.

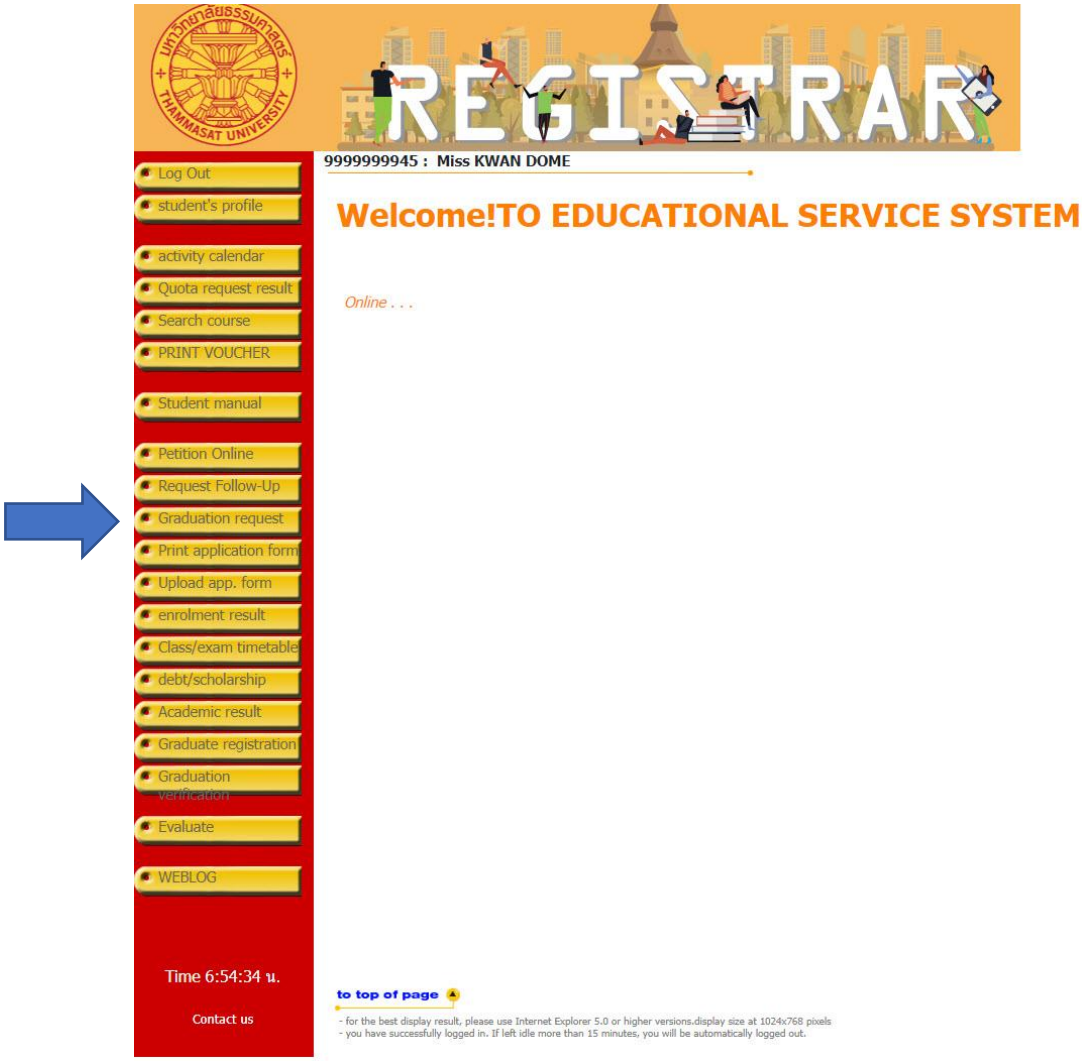


Figure 2 Choose the button "Graduation Request"

Step 3: Check accuracy of your personal data provided in our online system with information from your present national ID card. (International students must verify your name and title in English with your passport) Your information on your national ID card or passport will be used to issue your degree completion documentation. Therefore, if you find out that there is a discrepancy between them, please submit your "request to revise your personal information", together with your copy of national ID card at the Office of Registrar within 45 days after the term starts. If you change your name or family name, the copy of your name change certificate must be attached. Once you find that your personal information is all correct, click on the button "**Apply for Graduation**" at the bottom line of the screen (Figure 3).

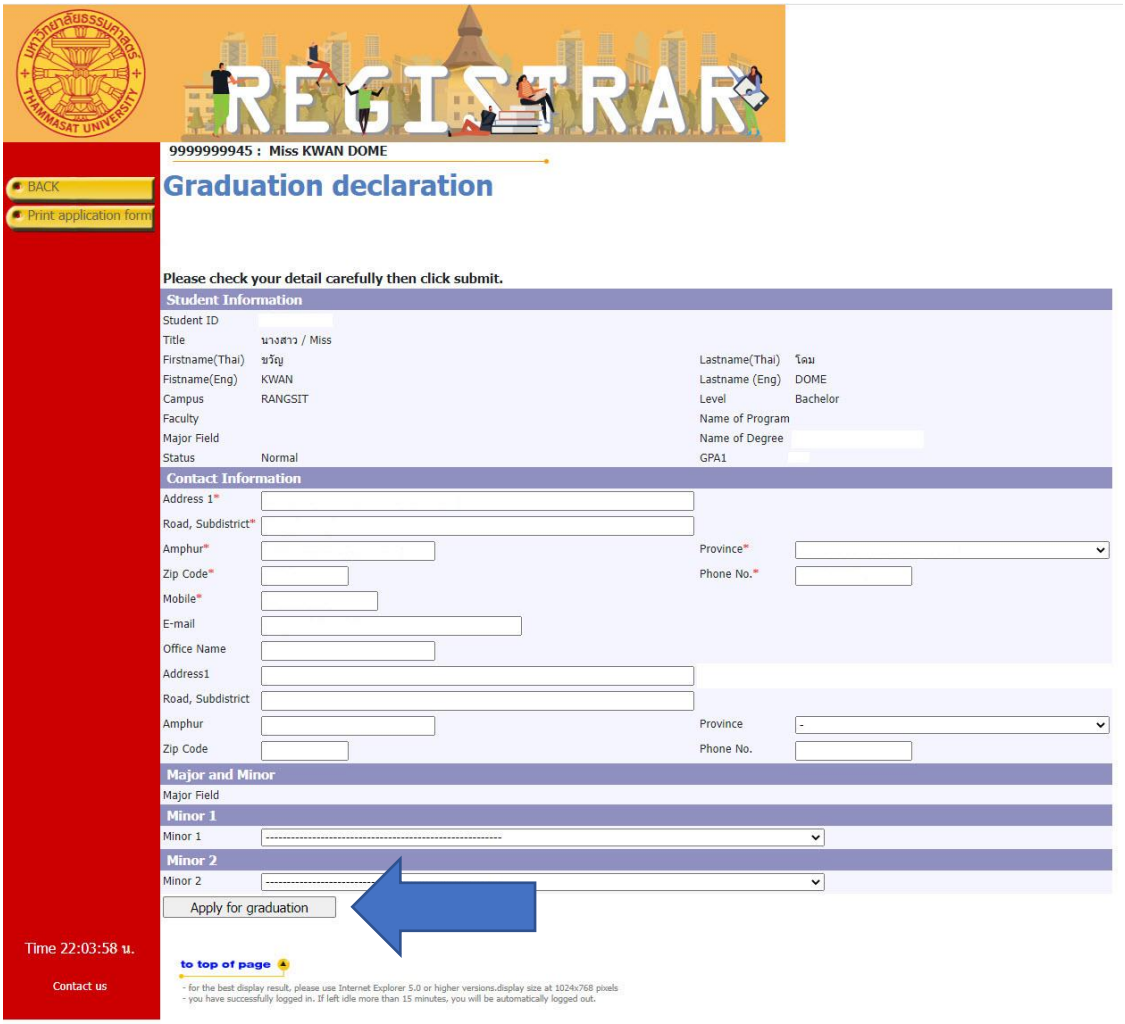
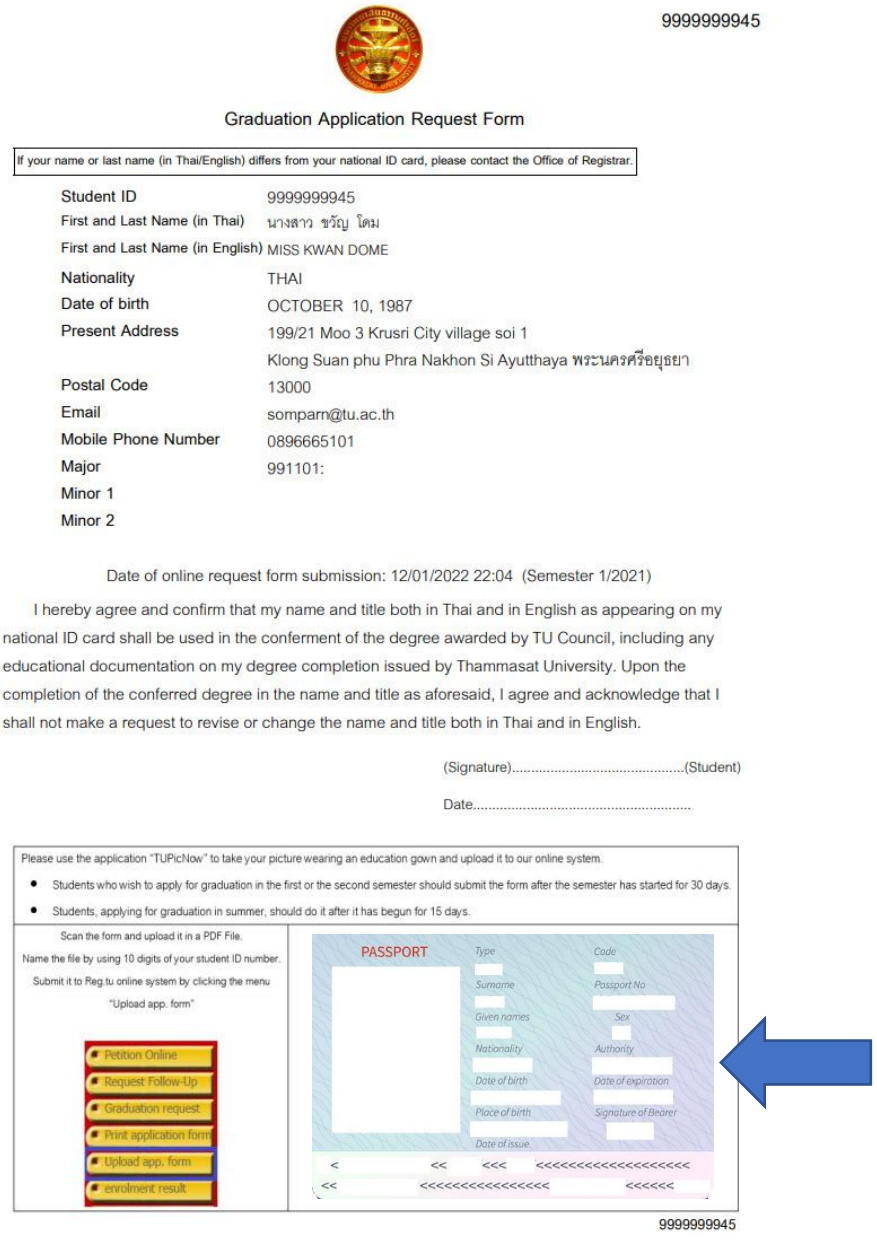


Figure 3 Check accuracy of your personal data and confirm your data

Step 4: The system will show the screen to confirm your application by displaying date and time of your application after you name. (under the logo of the Office of Registrar) Next, print it out as an evidence of your application by clicking on the button **"Print Application Form"** on the left menu (Figure 4).

Figure 4 Print your application form

Step 5: To complete your application, make a photocopy by a scanner. Before scanning, place your national ID card or your passport in the square box of the printed form (Figure 5), scan and save it as a pdf File. Name your file by using your 10 digits of your student ID number. Next, click on the blue button "**Choose file to upload**" (Figure 6), then choose your file. When the file is chosen, click on the green button " **Upload selected file**"(Figure 7). If you make a mistake and want to reload the file, click on the red bin button to delete the previous file first, and then choose the new file to upload again.



9999999945

Graduation Application Request Form

If your name or last name (in Thai/English) differs from your national ID card, please contact the Office of Registrar.

Student ID	9999999945
First and Last Name (in Thai)	นางสาว ขวัญ โดม
First and Last Name (in English)	MISS KWAN DOME
Nationality	THAI
Date of birth	OCTOBER 10, 1987
Present Address	199/21 Moo 3 Krusri City village soi 1
	Klong Suan phu Phra Nakhon Si Ayutthaya พระนครศรีอยุธยา
Postal Code	13000
Email	somparn@tu.ac.th
Mobile Phone Number	0896665101
Major	991101:
Minor 1	
Minor 2	

Date of online request form submission: 12/01/2022 22:04 (Semester 1/2021)

I hereby agree and confirm that my name and title both in Thai and in English as appearing on my national ID card shall be used in the conferment of the degree awarded by TU Council, including any educational documentation on my degree completion issued by Thammasat University. Upon the completion of the conferred degree in the name and title as aforesaid, I agree and acknowledge that I shall not make a request to revise or change the name and title both in Thai and in English.

(Signature).....(Student)

Date.....

Please use the application "TUPicNow" to take your picture wearing an education gown and upload it to our online system.

- Students who wish to apply for graduation in the first or the second semester should submit the form after the semester has started for 30 days.
- Students, applying for graduation in summer, should do it after it has begun for 15 days.

Scan the form and upload it in a PDF File.
Name the file by using 10 digits of your student ID number.
Submit it to Reg.tu online system by clicking the menu
"Upload app. form"

Petition Online
Request Follow-Up
Graduation request
Print application form
Upload app. form
enrolment result

PASSPORT Type Code Surname Passport No Given names Sex Nationality Authority Date of birth Date of expiration Place of birth Signature of Bearer Date of issue

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Figure 5 Printed application form

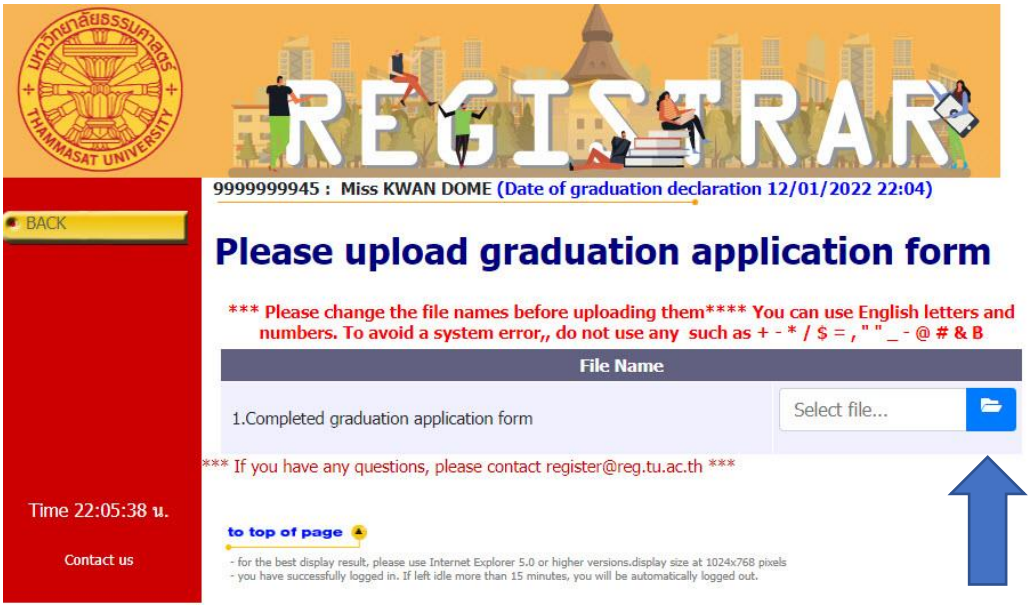

Figure 6 Choose PDF file to upload

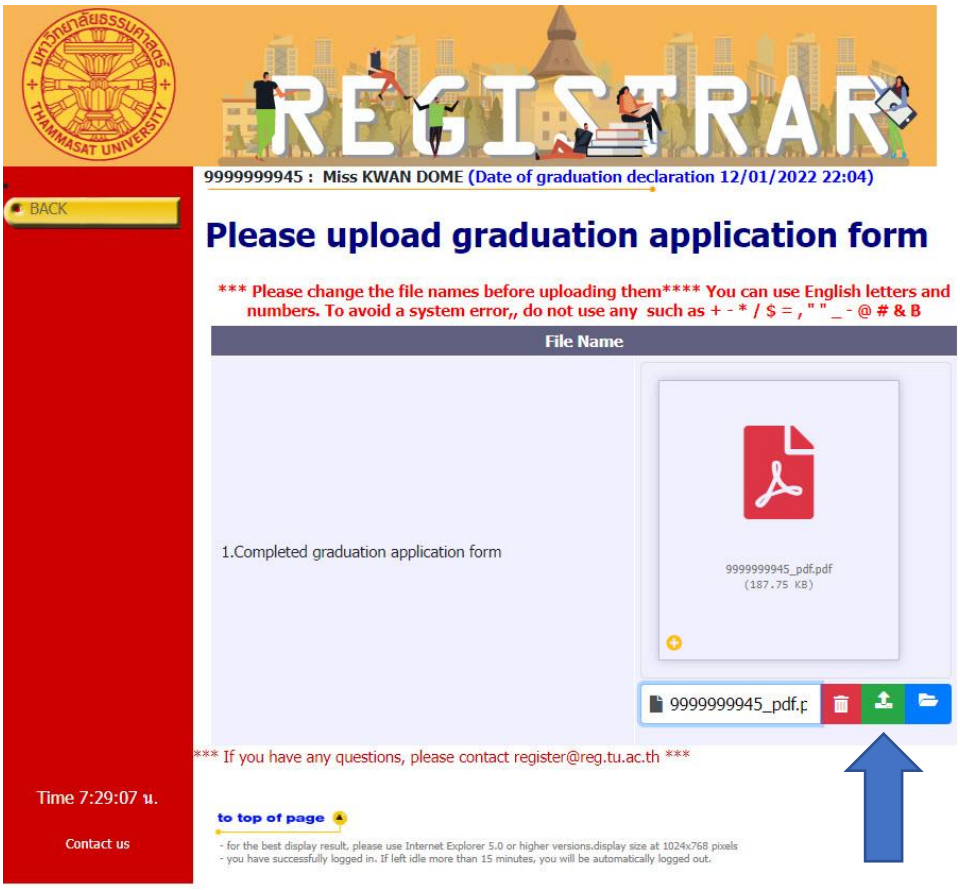

Figure 7 Upload application form

Upon the completion of these simple stages, your pdf File will be forwarded to our Office of Registrar to proceed to the verification process of graduation.