# How to register

as a New Graduate Students
Thammasat University

1 **Fill in your information**

2 **Upload required documents**

3 **Upload Student Photo**

4 **Apply for Student Card**

5 **Apply for Student Verification**
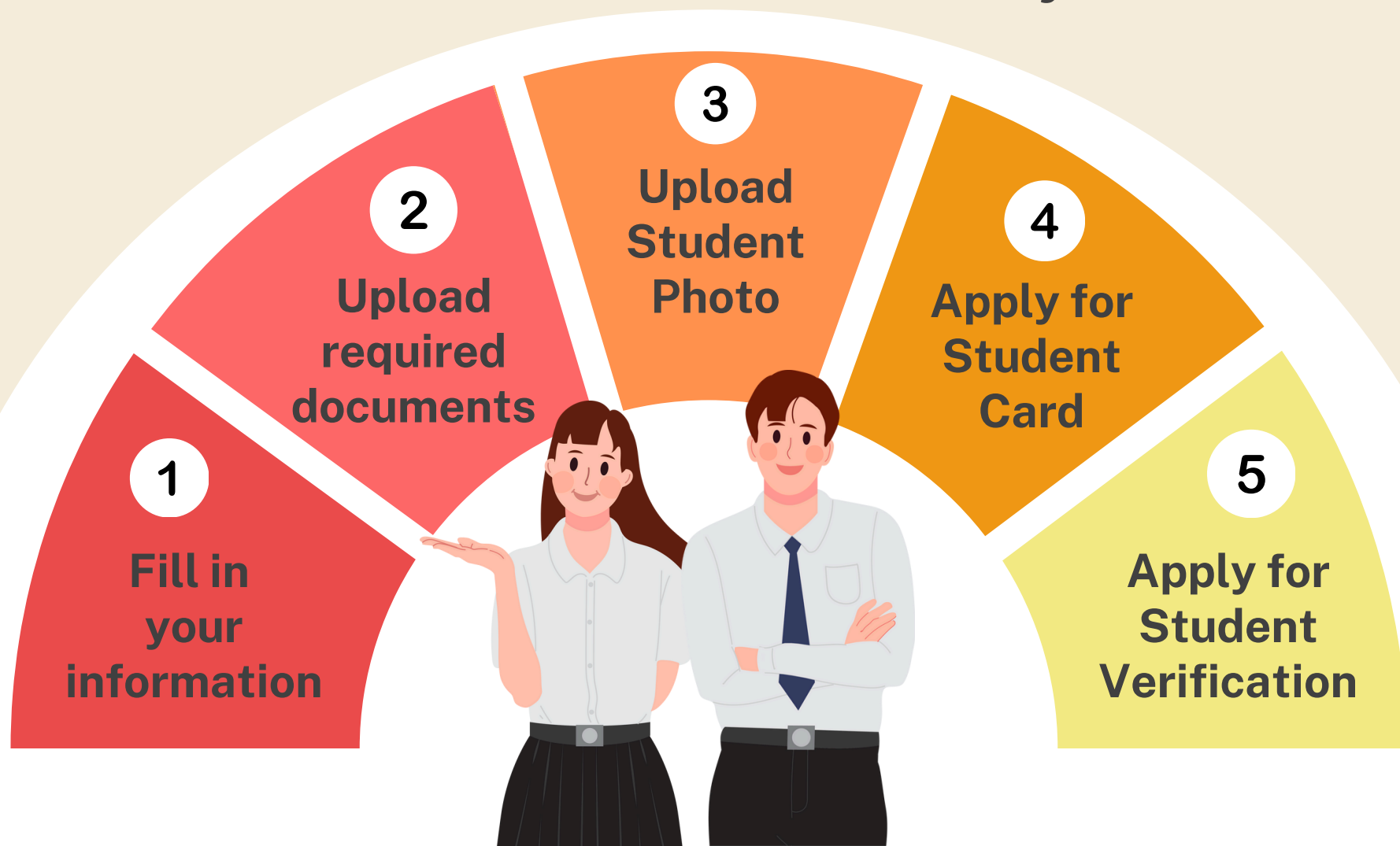
# 1 Fill in your information

## Log in

Go to www.reg.tu.ac.th
Log in with your student no.
and passport

Please input your username and password

Username

Password

Login

Change Password
having trouble logging into your account, contact ICT HelpDesk.

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Student Background | Education Background | Address Information | Others Information

**Personal Information**

Title:
นางสาว / Miss

Family Name(for Thai)
ธรรมศาสตร์

Family Name(BLOCK LETTERS)
THAMMASAT

Nationality
ไทย / THAI

Date of Issue (DD/MM/YYYY)
e.g. 22/01/2014
28/04/2024

First Name(for Thai)
ทดสอบ

First Name (BLOCK LETTERS)
TEST

Date of Birth (DD/MM/YYYY)
01/01/2025

National ID Card No:/ Passport No.
1111111111111

Date of Expiry (DD/MM/YYYY)
e.g. 22/01/2014
12/10/2032

Next

- Fill in your personal Information
- Press submit

# Example of
# how to fill in the information

School/Institution
If you don't find your school, please click at **Add School Form**✱

General Educational Development (GED)                                            ×  ⌄

If your institution is not on the list, please submit this request form.
Once the institution has been added, you will be informed via email
within two business days.

# 2 Upload required documents

## Documents Upload

**Instruction**
- Upload documents in a PDF File within 4 MB per file.
- Ensure that all document files are correct before uploading.
- If the uploaded document files are incorrect, you can choose 🗑 to delete the file and select a new one.

### Attach new students documents

**Passport (Required)**

Waiting for import

[ ⬆ Browse ]  No file chosen

**Proof of education (Required)**

i.e. Academic records and qualification certificate

Waiting for import

[ ⬆ Browse ]  No file chosen

**Certificate of Name Change - If any**

* Upload this only if the information on document no. 1 and 2 don't match

Waiting for import

[ ⬆ Browse ]  No file chosen

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**1. Passport**

**2. Proof of Education**
**I.e. Transcript and Qualification Certificate**
*The date of graduation is required

**3. Certificate of Name Change- If any**
Upload this documents only if the information on document no. 1 and 2 don't match
*The date of graduation is required

# 3 Upload your Student Photo

Requirement

- Style: Color photo
- Size: 5x6 cm or 591x709 pixels
- Resolution: 300 dpi
- File Size: 50 KB – 1 MB
- File Type: .JPG
- Lighting: No flash or extremely bright
- File Naming: Save the file name as your student number



## Photo Upload



Select Photo

**Warning: Please check the student's photo before uploading, as the photo will be used for the student ID card and the student will not be able to request a photo change afterward.**

Submit

If the selected image is incorrect, you can click 'Select Photo' to upload it.

# 4 Apply for Student Card

**01.** Input/Edit your information

**02.** Press Submit

**03.** Receive your student card:
Follow the announcement on the
Registrar.TU Facebook page or at
www.reg.tu.ac.th



1.
Input/Edit your information

2.
Press Submit

Preview

Your student card will expire on 28/4/2569

click "Submit" to send Request for Student Card

Please wait a moment until the alert message appears

submit

# Example of
# how to fill in the information



Due to Thailand Bank regulations, your current address and mobile number must be in Thailand.

If you don't have a residence or mobile phone number in Thailand yet, enter your faculty's details.

# 5 Apply for Student Verification

**Student Verification Form**

**01.** Download and print a Student Verification Form

**02.** Download and print a Letter of Consent

**03.** Submit both documents to your previous institution

**04.** Submit the verified document to your faculty in Thammasat University
*For document submission, please contact the faculty

Note: Students are able to download the letter and form of verification after having completed 4 previous steps.

**Letter of Consent**

Sign and Date

# TU E-mail

**Where to Check your E-mail Address**
 : accounts.tu.ac.th or search TU Email via Google

**When To Check your E-mail Address**
 : 3 business days after having completed the New Student Registration

For more information: Please contact The Office of Information and Communication Technology or ICT TU at ict.tu.ac.th  or scan QR Code below

มหาวิทยาลัย
ธรรมศาสตร์
THAMMASAT UNIVERSITY

กรุณาเข้าสู่ระบบ เพื่อใช้บริการ
Please login. To use the service.

StudentID/Username :
Password :
Verification code :

sey 13

Login

ลืมรหัสผ่าน / Forgot your Password

## Duration for Registration

The student registration process must be complete before the course enrollment or according to the University's schedule or must be complete 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 are required to contact the faculty and notify the Office of The Registrar immediately.

## Contact us

· Rangsit, Lampang and Pattaya Campus: register@reg.tu.ac.th
· Tha Prachan Campus: prachan@reg.tu.ac.th