



B.E. International program

Faculty of Economics, Thammasat University



Thammasat Student Status Registration Academic Year 2012

To acquire the status of Thammasat University students, you must register with the Thammasat University Office of the Registrar by internet and submit the required documents to the B.E. International Program. Failure to do so within the specified time limit will automatically result in cancellation of the status of Thammasat University student. The details are as follows:

1. Student Status Registration

1.1 Visit the office of the Registrar at <http://www.reg3.tu.ac.th/registrar/login.asp> and fill in the required information to complete the student profile database in the Vision Net System. To enter the Vision Net System, use your 10-digit student ID number as your username and 13-digit national identification number as your password. Please note that your student identification number will be announced at <http://www.reg.tu.ac.th/registrar/searchnewstudent.asp>. Upon completion, print out the completed student profile from the Office of the Registrar's website and hand in the printed form to the B.E. International Program.

1.2 Visit <http://203.131.222.84/login.aspx> and fill in the required information to get the Remote Access Account. The remote access account will provide the password to get access to the Vision Net System later. The instruction to get the remote access account is posted on the website. The instruction provided by the University is in Thai. If you need assistance, please contact our office at 02-613-2437-8.

1.3 **Report to the B.E. International Program with the required documents on May 24-25, 2012 at 9 a.m. – 2 p.m. at Room #101, Economics Building.** If you are not available on the specified date, you must file a petition request stating the reasons for your unavailability. Send it to be@econ.tu.ac.th by May 22, 2012. Please note that this is a required procedure to acquire Thammasat student status.

2. Important Documents Required for Student Status Registration

Required documents to be handed into the B.E. International Program are listed below:

2.1 Personal identification documents.

The students must present the originals and two copies of required documents to the B.E. International Program.

2.1.1 Thai students: National Identification Card.

2.1.2 Foreign students: Passport.

2.2 Printout of a completed student profile from the Vision Net System (as mentioned in 1.1). Please glue a 2-inches photo (details provided in 2.3) to the upper right hand corner of the printout.

2.3 Three 2-inches photo, and 1 one-inch photo of the student wearing Thammasat academic dress.

a. Male: White shirt, blue necktie with Thammasat emblem.

b. Female: White short-sleeve shirt with Thammasat buttons and emblem pinned to the left side of the shirt.

2.4 Download Application for an individual to open account and use services of the Krung Thai Bank Public Company Limited from http://www.econ.tu.ac.th/doc/news/1130/U_ID_Card.pdf.

a. Fill in the required information on the application form.

b. Glue a 2-inches photo (details are explained in 2.3) to the upper right hand corner of the application form.

c. Attach one copy of your national identification card (details are explained in 2.1) to the application form.

The student must staple documents 2.4 a, b, and c together and hand them in to the B.E. International Program.

2.5 1 one-inch color photo (details are explained in 2.3) for a temporary Thammasat student ID card.

2.6 Health examination form

(http://www.reg.tu.ac.th/registrar/link/4_admission/new54/E05.pdf) stating that the student's health good and poses no threat to the student's well-being.

2.7 High school certificates or diplomas and transcripts.

a. Students graduating from public school must hand in two copies of their high school certificates or diplomas and transcripts stating that they are high school graduates.

b. Students graduating from private schools in Thailand must hand in two copies of high school certificates or diplomas and transcripts which are issued by the Ministry of Education.

c. Students who attended schools overseas must hand in two copies of their certificated of high school equivalency as issued by the Thai Ministry of Education.

If the student has changed any part of his or her name, three copies of documents certifying the name change are required. These students must also fill in a petition request form declaring a name change and provide the spelling in English of the names to the B.E. International Program.

Note:

Please write your 10-digit Thammasat student identification number on the upper right hand corner and also write the words "certify true copy" for all documents attached. The original documents must be presented on the day of Thammasat Student Status Registration.

Reminder:

1. Students are required to register to acquire Thammasat Student Status on the specified date.

2. If students cannot do so on the specified date, they must file a petition request for postponement to the B.E International Program. However, students must complete the student status registration process within 14 days of the first day of class of the first semester of academic year 2012.

Order of the Documents:

The required documents must be arranged in the following:

1. Student Status Registration printout from the website of the Office of the Registrar.

2. One copy of National Identification Card or Passport with signature to certify true copies.

Write your 10-digit Thammasat Student Identification Number on the upper right hand corner of the documents.

3. Three copies of Certificate of Name Change (if any) with signature to certify true copies.

Write your 10-digit Thammasat Student Identification Number on the upper right hand corner of the documents.

4. Two copies of High School Certificates with signature to certify true copies. Write 10-digit Thammasat Student Identification Number on the upper right corner of the documents.

5. Health examination report.

6. Application for Opening Account and Using Services by an Individual stapled with a copy of your National Identification Card or Passport with signature to certify true copies.

Additional Required Documents for the B.E. International Program

The aforementioned documents will be forwarded to the Office of the Registrar. The B.E. International Program requests that students provide the following documents to the B.E. International Program:

1. One copy of High School Certificate or Diploma and transcript. For students graduating from abroad, one copy of your Certificate of High School Equivalency from the Ministry of Education is also required.
2. One two-inch photo.

For more information, please contact the B.E. International Program at be@econ.tu.ac.th or 0-2613-2437-8.