



Online Graduation Registration Manual (Student Manual)

Department of Student Registration
OFFICE OF THE REGISTRAR

THAMMASAT UNIVERSITY

The procedure for online graduate registration is as follows

1. Students as graduate can register online through the educational service system by visiting www.reg.tu.ac.th

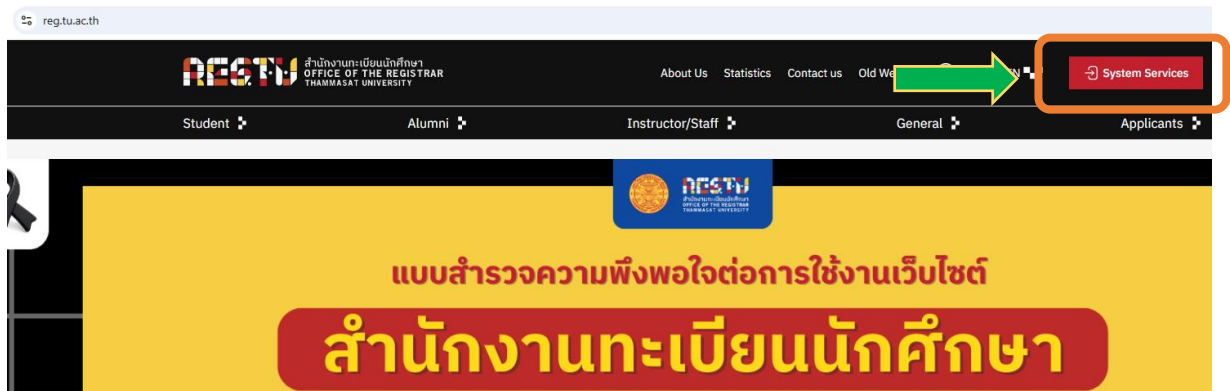


Figure 1: Screenshot of www.reg.tu.ac.th

2. Log in by filling in your student ID number and password, then click the “Submit” button to access the system.

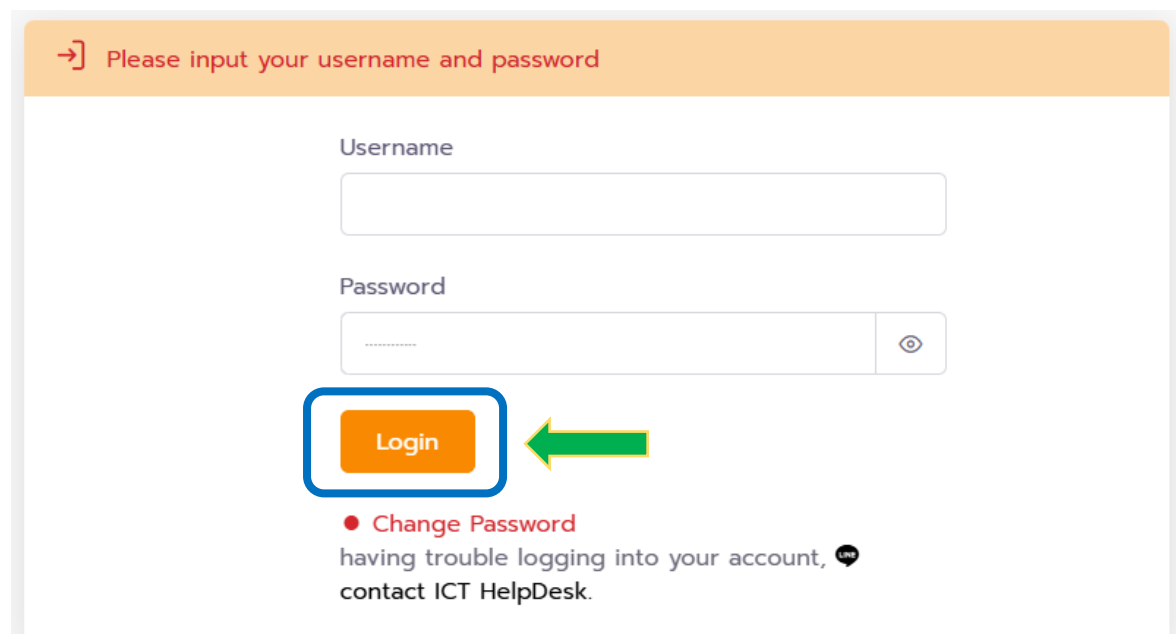


Figure 2: Screenshot of the login page for the Office of the Registrar.

- After successfully logging in, the system will display the main page with the menu bar on the left. If the student has been approved for a degree by the University Council, the system will display the “Graduate Registration” menu.

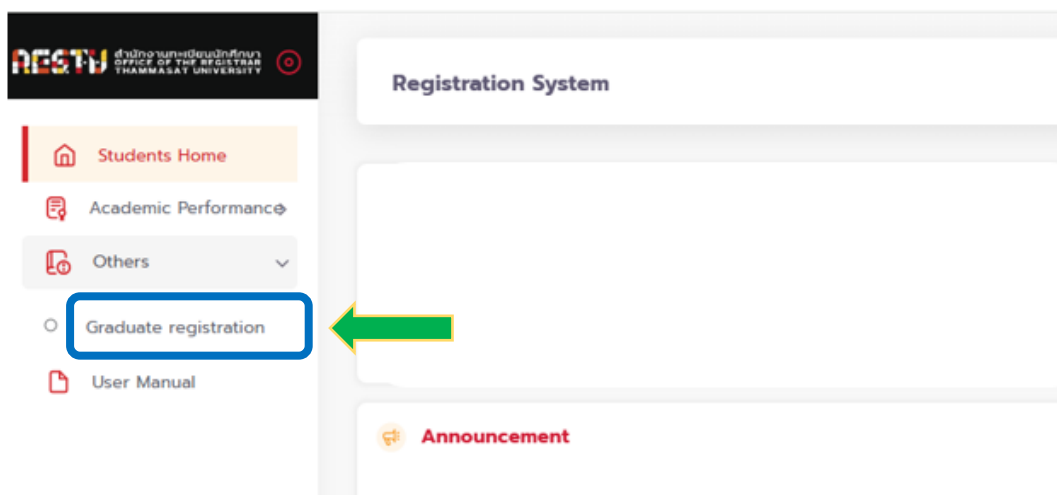


Figure 3: Screenshot of the main page with the “Graduate Registration” menu.

- The system will display a screen for the student to enter graduate registration information. The student fill in the required fields marked with an asterisk (*). If there is no information, a dash (-) can be filled in. Once all required fields are completed as specified by the system, click the “Save” button to continue to the next step.

Academic Background Current Address Postal Address Work Currently

ACADEMIC BACKGROUND

| | |
|------------------------------------|---|
| Student ID 9999999945 | Firstname(Thai) ทดสอบขึ้นทะเบียนบัณฑิต |
| Lastname สสมมาตร | Fistname(Eng) DOME |
| Lastname THAMMASAT | Campus RANGSIT |
| Level Master | School Facylty Test |
| Name of Program Test department | Major Field |
| Name of Degree Bachelor of Laws | Student Status Graduated |
| Date of Admission 11/11/2019 | Date of Graduate 01/02/2026 |

Next

Figure 4: Screenshot of the graduate registration data entry page.

- The system will display the **Current Address Information** page for the student to review. If there are any changes, please update the information in the system and then click “Next” button.

Academic Background **Current Address** Postal Address Work Currently

CURRENT ADDRESS

E-mail* vn_tester@gmail.com Address 1* 842

Road, Subdistrict* จันทน์เกษม Amphur* จตุจักร

Province BANGKOK Zip Code* 1090

Mobile* 0618822956

Previous Next

Figure 5: Screenshot showing the Current Address Information page.

- The system will display the **Postal Address for Document Delivery** page for the student to review. If there are any changes, please update the information in the system and then click “Next” button.

Academic Background Current Address **Postal Address** Work Currently

POSTAL ADDRESS

Address 1* 976/27 Road, Subdistrict* พระรามเก้า

Amphur* หัวหมาก Province* BANGKOK

Zip Code* 12130

Previous Next

Figure 6: Screenshot showing the Postal Address for Document Delivery page.

7. The system will display the **Current Employment Status** page. The student is required to enter the information into the system and then click “Save Student Information” button.

Academic Background Current Address Postal Address **Work Currently**

WORK CURRENTLY

| | |
|---|---|
| <p>Carrier* <input type="text" value="รับราชการ"/></p> | <p>Income <input type="text" value="234"/></p> |
| <p>Company Name <input type="text"/></p> | <p>Address 1 (เลขที่, หมู่บ้าน) <input type="text"/></p> |
| <p>Road, Subdistrict <input type="text"/></p> | <p>Amphur <input type="text"/></p> |
| <p>Province <input type="text" value=""/></p> | <p>Zip Code <input type="text"/></p> |
| <p>Phone No <input type="text"/></p> | <p>Fax <input type="text"/></p> |
| <p>Engนักศึกษาดำรงชาติ <input type="text" value="No"/></p> | |

Previous
➔
Save students Info

Figure 7: Screenshot showing the Current Employment Status page.

8. After completing the graduate registration data entry, the system will prompt the student to select a method for receiving the graduate registration documents (which include a certificate of degree and an academic transcript). The student can choose from two options for receiving the documents:

8.1 In-person Picking up

8.2 Postal Delivery

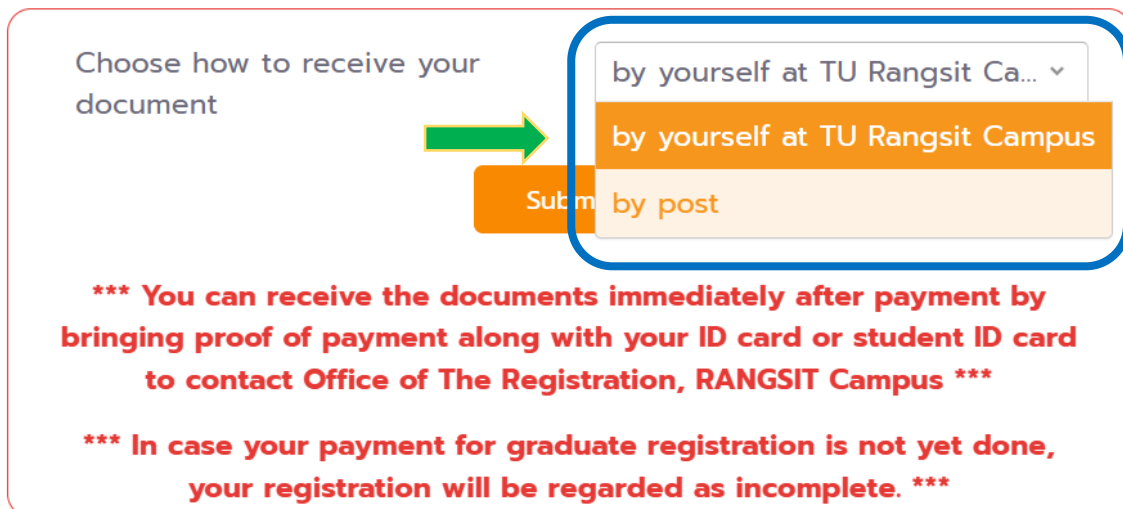
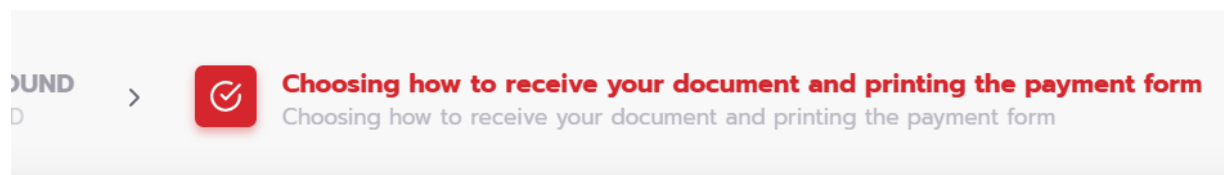


Figure 8: Screenshot of the graduate registration document receipt options.

After selecting the method for receiving the graduate registration documents, click the “Submit” button to confirm the document receipt method. Then, click the “Click to Show QR Code” button to generate a QR code for payment of the graduate registration fee.

Submit



Graduate Registered

Choose how to receive your document

by post

Type of post

N : Nomal

***** In case your payment for graduate registration is not yet done, your registration will be regarded as incomplete. *****

Cancel



Pay via QR code

If you want to change the method of receiving documents, please cancel before paying.

Figure 9: Screenshot showing the “Submit” button and the “Click to Display QR Code” button.

- The system will display the QR code, and the student can pay the graduate registration fee via a banking application (Mobile Banking) by scanning the QR code displayed on the screen. Once the student completes the payment and receives the payment slip, the graduate registration process will be considered fully completed.

QR Code for payment



| | |
|------------------------------------|--|
| เลขทะเบียน/Student ID | : 9999999945 |
| ชื่อ - สกุล/Name | : ทดสอบขึ้นทะเบียนบัณฑิต ธรรมศาสตร์ |
| รหัสผลิตภัณฑ์/Company Code (Ref.1) | : 8621 |
| เลขที่อ้างอิง/Ref. No. (Ref.2) | : 99999999451731892 |
| จำนวนเงิน/Amount | : 75.00 บาท/Baht |

***Please check your information before making payment.**

Close

Figure 10: Screenshot displaying the QR code for fee payment.

Contacting for Graduate Registration Documents

1. **In-person Picking up:** Show your student ID card or national ID card in order to request and receive the Graduate Registration Document, **Monday–Friday (excluding public holidays)**, from 8:30 a.m. to 4:00 p.m. at the Office of the Registrar, Thammasat University, Rangsit Campus. (The document can be collected immediately after the registration fee has been fully paid.)
2. **Postal Delivery:** Graduate registration documents will be sent on the next business day (**only within Thailand**) after the payment is completed. Students can view the tracking number on the main page (after logging in) and enter the tracking number at the following link: <https://track.thailandpost.com/>.

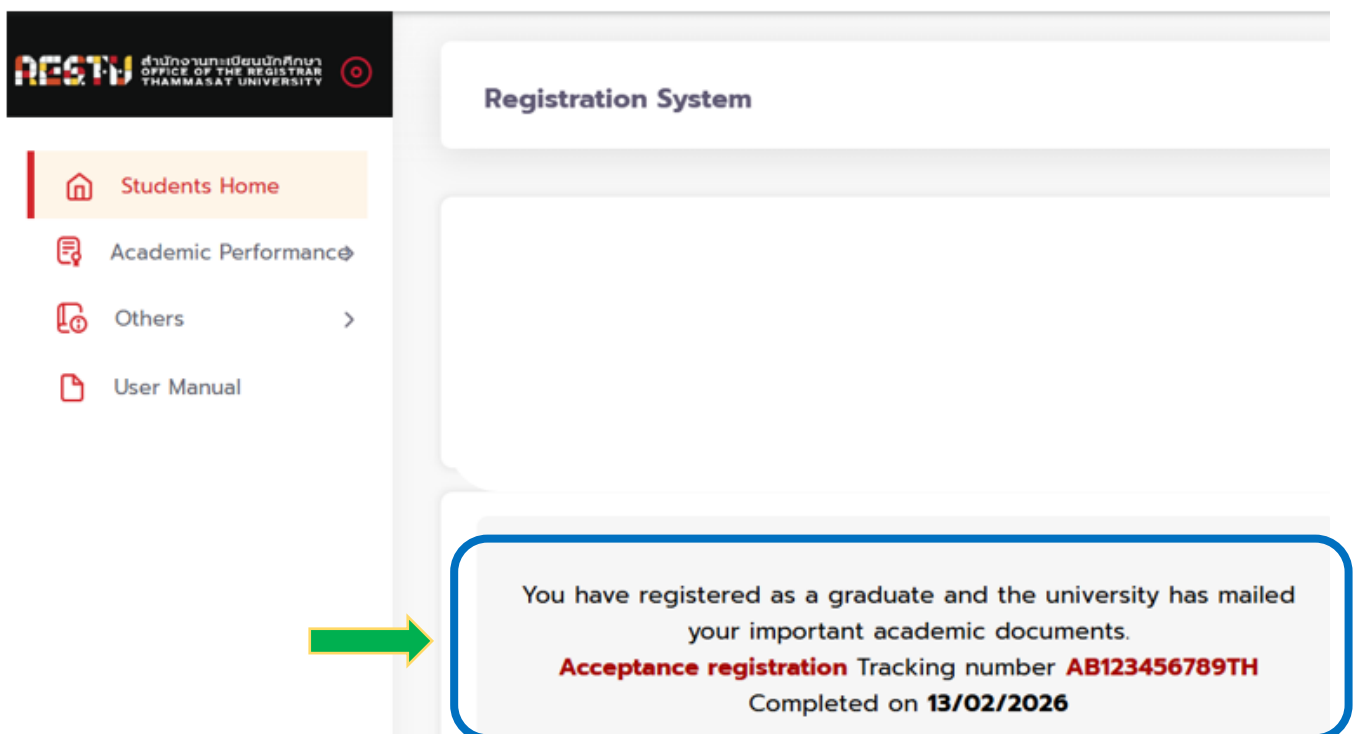
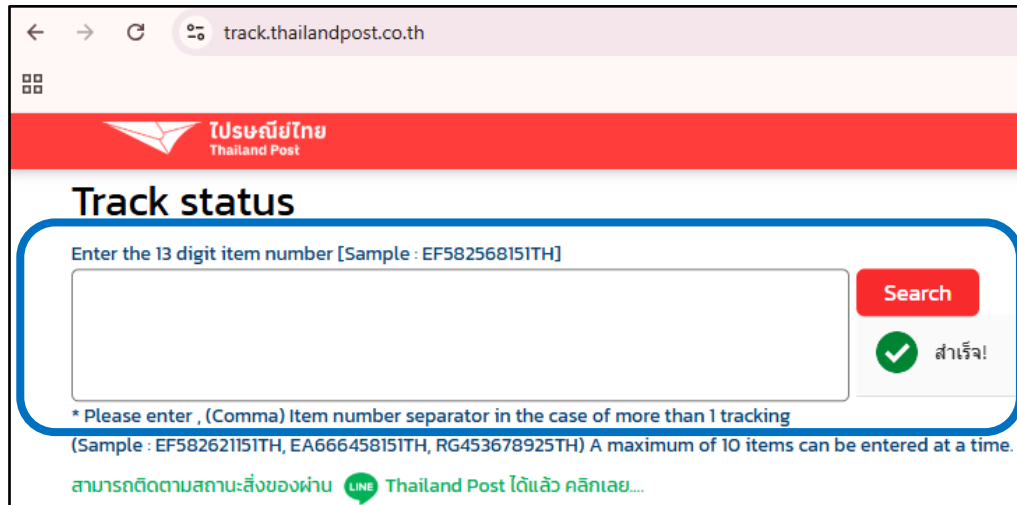


Figure 11: Screenshot displaying the tracking number status page.

track.thailandpost.co.th

ไปรษณีย์ไทย
Thailand Post

Track status

Enter the 13 digit item number [Sample : EF582568151TH]

Search

✓ สำเร็จ!

* Please enter , (Comma) Item number separator in the case of more than 1 tracking
(Sample : EF582621151TH, EA666458151TH, RG453678925TH) A maximum of 10 items can be entered at a time.


สามารถติดตามสถานะ:สิ่งของผ่าน  Thailand Post ได้แล้ว คลิกเลย...

Figure 12: Screenshot showing the input field for entering the tracking number.