

How to File for Graduation and Request for Graduation Document For Students who are Expecting Program Completion of Academic Year 2017 - 2018

For the student who request for graduation of Academic Year 2017-2018, they are required to submit four 2-inch color photos of the graduate in graduation gown (in white background) to the Records Division in person (two photos for the Certified Letter of Graduation and another two photos for the Graduate Yearbook). On the back of the photos, students must write down their name, last name, Student ID number and submit them to the Records Division. (If the students fail to submit the photos, they will not receive the Certified Letter of Graduation, but will receive only the transcript).

The documents will be made after the end of the University's Board of Trustees meeting.

After final examination is ended, student must request for their graduation documents and apply for the graduation registration by completing the request form at the Records Division and paying for the fees at the Financial Affairs Office. The fees are as follows:

1. Fees for graduation documents (with four 2-inch color photos of the graduates in graduation gown on a white background)

- Transcript THB 200 (THB 100 per copy)
- Certified Letter of Graduation THB 100 (THB 50 per copy)
- Domestic Delivery (EMS) Fee THB 40 or THB 300 or Overseas Delivery Fee

Remarks: Delivery of the documents will be made after the end of the University's Board of Trustees meeting.

✉ For Mail Delivery Record, please visit <http://recordsoffice.bu.ac.th/NameDocument.html> ✉

2. Students must fill out the resignation form (for graduation) at the Records Division and contact the Financial Affairs Office to receive the damage deposit.# For International Students who do not have the bank account numbers, please contact the Records Office, located on the First Floor of Building 2, for your graduation documents.

3. Details of Graduate Registration are announced in December of each year at <http://ursa.bu.ac.th/commence/>

Round	Schedule for the University's Board of Trustees meeting	Expecting Program Completion	Submit photos of the graduate in graduation gown	The documents will be made after the end of the University's Board of Trustees meeting.
6/2017	July 20, 2018	June 28, 2018	June 28, 2018	July 21, 2018
1/2018	September 28, 2018	September 6, 2018	September 6, 2018	September 29, 2018
2/2018	November 23, 2018	November 6, 2018	November 6, 2018	November 24, 2018
3/2018	February 22, 2019	January 31, 2019	January 31, 2019	February 23, 2019
Commencement Ceremony : 16 – 17 March, 2019				
4/2018	July 26, 2019	July 4, 2019	July 4, 2019	July 27, 2019