

How to File for Graduation and Request for Graduation Document For Foreign Students who are Expecting Program Completion of Academic Year 2024

1. One Official Transcript with graduation stated and Certificate of Graduation can be request after the Board of Trustees approve the graduation.
2. Office of the Registrar will deliver the graduation documents, including one copy of the Transcript and one copy of the Certificate of Graduation, to the graduates by post. The mail service fee will be deducted from your damage deposit. (40/300 mail fee)

Remarks :

- If the student fails to provide his/her bank account numbers at http://ursa2.bu.ac.th/graduate/index_main.cfm , the Office of the Registrar will not be able to send the graduation documents to the student as the payment cannot be made without the bank account numbers.

For International Students who do not have the bank account numbers, please contact the Office of the Registrar for your graduation documents **or** request for their graduation documents at <https://bulinks.bu.ac.th/en/service-petition-new-en/>

After that check For Mail Delivery Record please <https://tracking.bu.ac.th/posttracking/Account/Login#>

3. Student will receive a damage deposit refund of and any outstanding-balance of registration fee (if any), via a bank transfer within one month from date that the Board of Trustees approve the graduation.
4. If students wish to request for a damage deposit refund via E-mail, they are required to send a copy of their bank book with a copy of their passport to <https://docs.google.com/forms/d/e/1FAIpQLSewqC9janKo3DLL6ZUktLoBvkPuHjo84BNrtV0UqkmRTqh8GA/formResponse> , and the damage deposit will be transferred to your bank account. Please note that there is a fee for a money transfer via a foreign bank. Or You may send a representative to submit a request on your behalf at the Office of the Registrar with a power of attorney form signed by you and your representative, together with a copy of the student’s passport and bank book.
5. The schedule for graduation registration for graduating students of the Academic Year 2024 (To be announced) at <http://commencement.bu.ac.th>

Round	Schedule for the University’s Board of Trustees meeting	Expecting Program Completion	The documents will be made after the end of the University’s Board of Trustees meeting.
1/2024	September 27, 2024	September 6, 2024	September 27, 2024
2/2024	November 22, 2024	November 1, 2024	November 22, 2024
3/2024	March 11, 2025	February 22, 2025	March 11, 2025
4/2024	May 23, 2025	May 2, 2025	May 23, 2025
5/2024	July 25, 2025	July 4, 2025	July 25, 2025