



How to File for Graduation and Request for Graduation Document For Foreign Students who are Expecting Program Completion of Academic Year 2019 - 2020

1. One Official Transcript with graduation stated and Certificate of Graduation can be request after the Board of Trustees approve the graduation.
2. Records Division 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)

Click Here !! [Steps for Transcript Request](#)

After that check For Mail Delivery Record please visit <http://recordsoffice.bu.ac.th/NameDocument.html>

3. Students 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. The resignation form can be downloaded at <http://recordsoffice.bu.ac.th> please print out and fill form. Then, submit to the Records Division.

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 records_office@bu.ac.th, 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 Records Division or at One Stop Service, 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 2019-2020 will be announced in January 2021. <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.
1/2020	September 25, 2020	August 31, 2020	September 26, 2020
2/2020	November 20, 2020	November 3, 2020	November 21, 2020
3/2020	February 19, 2021	January 29, 2021	February 20, 2021
The University will inform you in due time of a new schedule for the Commencement Ceremony. Please follow the news and updates on the Commencement Ceremony at http://commencement.bu.ac.th			
4/2020	July 23, 2021	July 1, 2021	July 24, 2021

[Records Division, Center for Student Records & Services of Bangkok University](#)

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