



**มหาวิทยาลัยกรุงเทพ**  

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**BANGKOK UNIVERSITY**

**Graduate School**

**Registration Handbook**

**First Semester, Academic Year 2017**

**For Students Admitted in the Academic Year 2014-2017**

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Academic Calendar: First Semester, Academic Year 2017  
(Evening Programs)

Period of Online Registration	July	12 - 14,	2017
Last Day of Payment	August	1,	2017
Adding/Dropping Period	August	16 - 19,	2017
Classes Begin	August	16,	2017
Last day of Submitting Request for Academic Leave (for those who have not registered)	September	14,	2017
Mid – term Period	October	4 – 11,	2017
Withdrawal Period	November	6 - 29,	2017
Registration Details for 2/2017 ( <a href="http://graduateschool.bu.ac.th/">http://graduateschool.bu.ac.th/</a> )	October	27,	2017
Last Day of Classes	November	29,	2017
Final Examination Period	November 30 – December 12,		2017

Note:

For adding/dropping and withdrawing, please contact the Records Office during the following office hours:

- Adding/Dropping	Monday - Friday	10.00 a.m. - 7.00 p.m.
	Saturday	9.00 a.m. - 4.30 p.m.
- Withdrawing	Monday - Friday	8.30 a.m. - 5.00 p.m.

**Chart of Online Registration Process**

**Registration Details for Semester 3/2016 are available at**

**URL: <http://graduateschool.bu.ac.th/>**

1. Check details of registration for 3/2016 online at URL: <http://graduateschool.bu.ac.th/>
  2. Consult your advisor about courses to register (advisor's endorsement is not required);
  3. Choose courses and sections;
  4. Begin registering online;
  5. Print a confirmation slip (BU.F.018);
  6. Choose a method of payment (see pages 22 - 25 for details):
    - 6.1 By cashier check, at the Financial Department located on the First Floor of Dr. Charoen Kanthawongs Building, City Campus
    - 6.2 At a bank counter
    - 6.3 Via ATM Banking service
    - 6.4 Via TeleBanking service
    - 6.5 Via Internet
    - 6.6 Via Mobile Banking
    - 6.7 Registration payment by credit card at the Financial Department located on the First Floor of Dr. Charoen Kanthawongs Building, City Campus
    - 6.8 Tuition and fee payment by PayLite system of Citibank at the Financial Department located on the First Floor of Dr. Charoen Kanthawongs Building, City Campus
- (Only through payments by 6.1, 6.2, 6.7 and 6.8 will students receive a BU.F.018 slip as receipt of payment.)

**To avoid errors, always consult your advisor prior to registration.**

### Requirements for Online Registration for Course/Section

1. To register for courses and sections at *URSA for Graduate Students*, students must obtain the internet accounts, including username (similar to the student ID number) and password (confidential). Any actions related to online registration request must be done by the student.
2. In order to access the network for the first time, students must use the last 8 digits of their national ID number as password. This password can be changed later at URL: <http://ursa.bu.ac.th/graduate/> (Choose *Check Modem Quota*). Please note that only the new password is eligible to access *URSA for Graduate Students*.
3. Students who have lost their passwords and need new ones will be charged 20 baht for each new password issued. Payment can be made at the Financial Department located on the First Floor of Dr. Chareon Kanthawongs Building, City Campus. Bring the receipt to the Computer Center to get a new password.
4. Details of registration procedures and related information will be available online at URL: <http://recordsoffice.bu.ac.th/> (Registration handbook will no longer be distributed.)
5. Ensure that the selected courses/sections are offered.
6. Ensure that the grade results of core or prerequisite courses (if any) reach the minimum requirements of the selected courses.

### Regulations for Online Registration

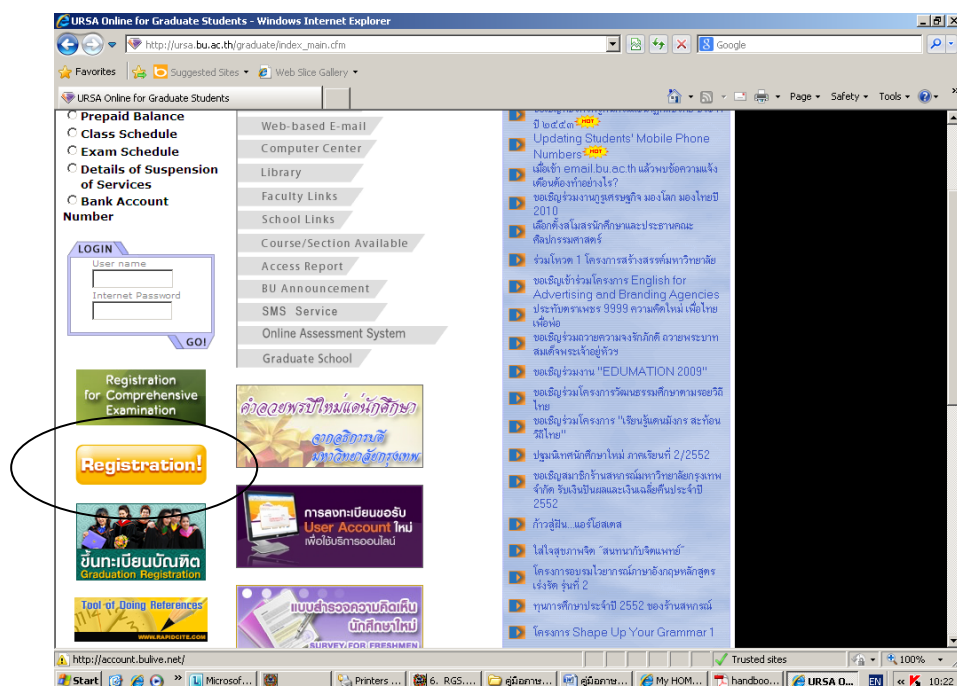
1. The online registration takes effect immediately after the courses/sections have been chosen. Students can print a confirmation slip or make a payment via Internet.
2. Some courses or sections may be cancelled, even after the online registration is completed.
3. Your password is confidential. Any activities via Internet is regarded as students' responsibility.
4. Each student must process the online registration by himself/herself only.
5. Online registration must be processed during the registration period (as specified in the Registration Handbook).

## Procedure for Online Registration

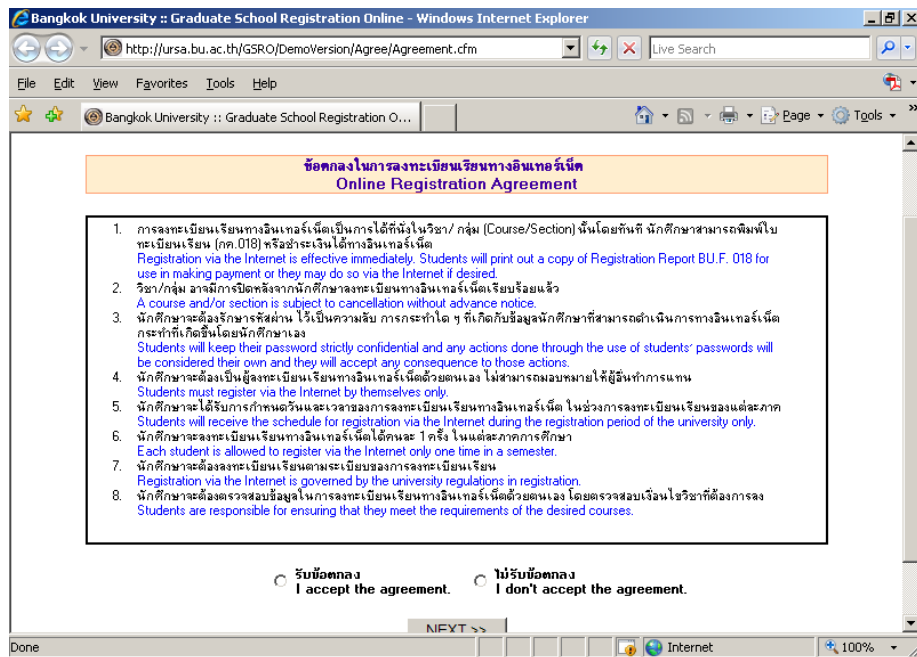
Bangkok University allows students to register online as follows:

1. Check registration details and regulations (available online) at URL: <http://recordsoffice.bu.ac.th/> or <http://graduateschool.bu.ac.th/>.
2. Register online by yourself only during the scheduled period. Use the University's computer or your own.
3. Choose courses and sections from URSA for Graduate at Course/ Section Available or URL: <http://recordsoffice.bu.ac.th/>. Please check if you are qualified to register for the chosen courses/sections and if you have completed the prerequisite courses, if any. Students must comply with the registration requirements and registration regulations as stipulated by the University.
4. The preview and instructions on online registration can be seen at *URSA for Graduate* or URL: <http://ursa.bu.ac.th/GSRO> as follows:

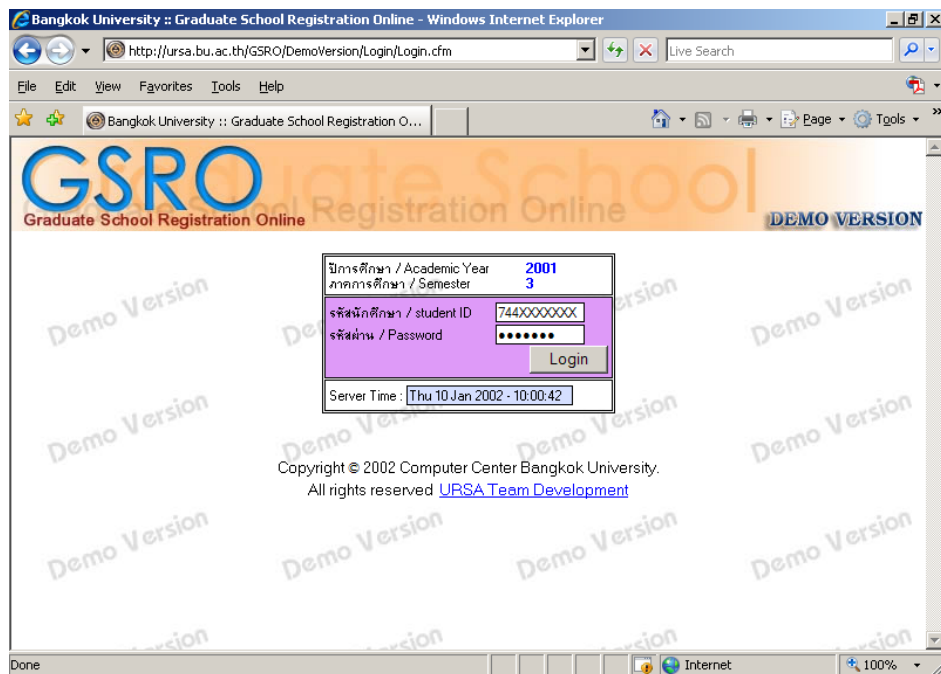
ทางอินเทอร์เน็ตได้จาก URSA for Graduate หรือ <http://ursa.bu.ac.th/GSRO/> ดังนี้



4.1 Read through the Agreement. If you agree, click “Agree”.



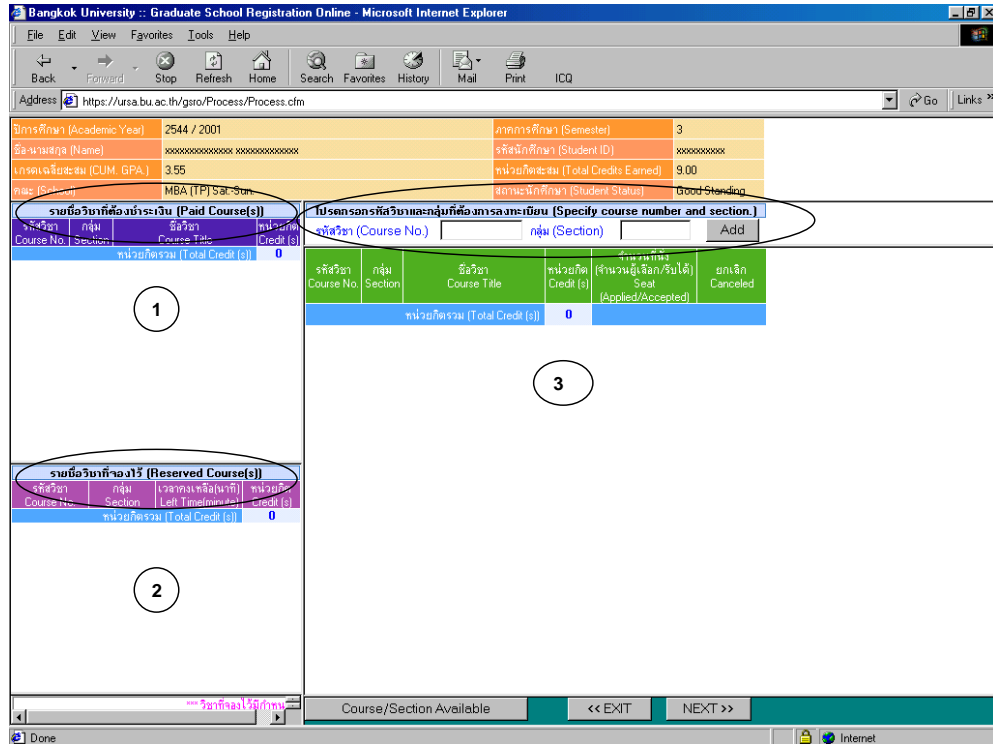
4.2 Choose the academic year/semester, then type student ID and password.



Remark: You have already registered and made payment. Any other transactions could be done during adding-dropping period.



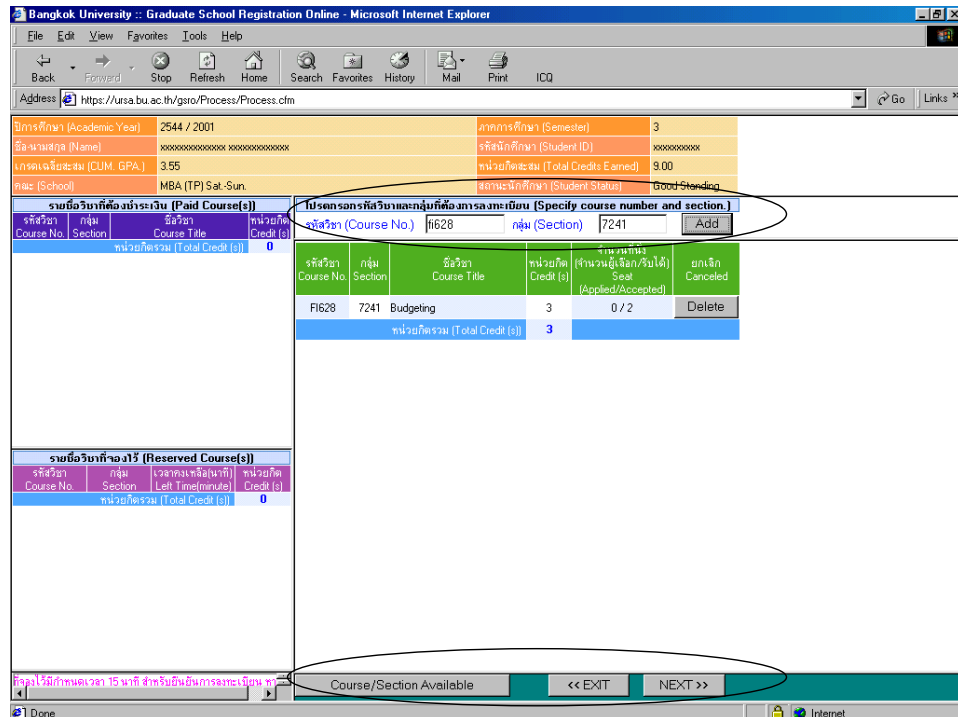
4.3 If the data input is correct, the screen will display your student record (e.g. name, major, curriculum and GPA).



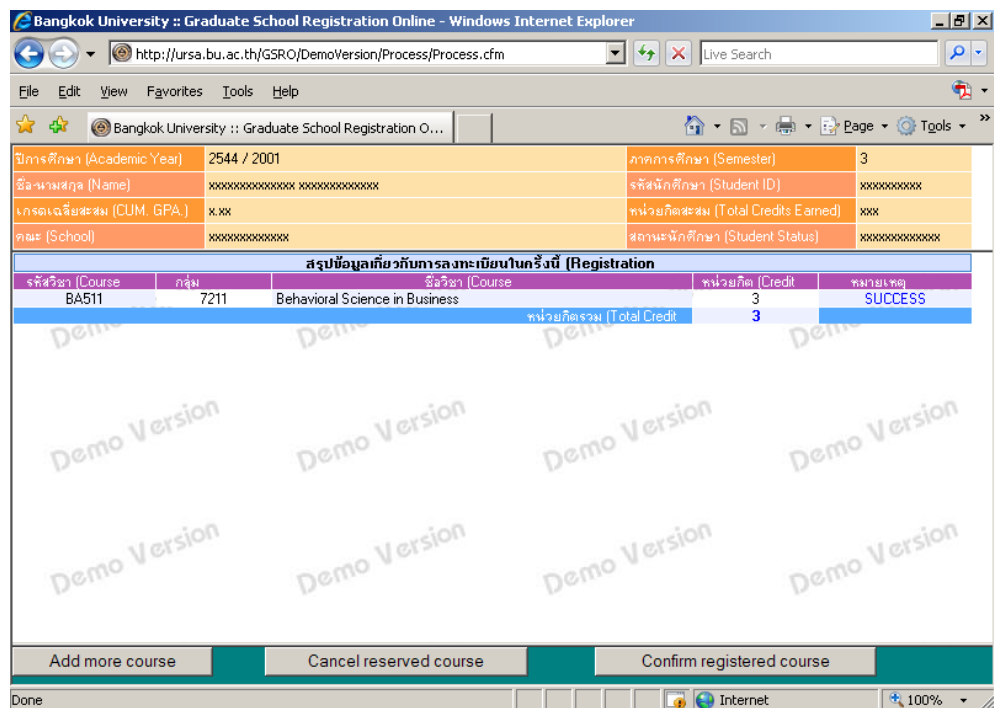
1. Paid Course
2. Reserved Course
3. Specify course number section

Remark: The course reserved would be kept only 15 minutes, otherwise all will be lost

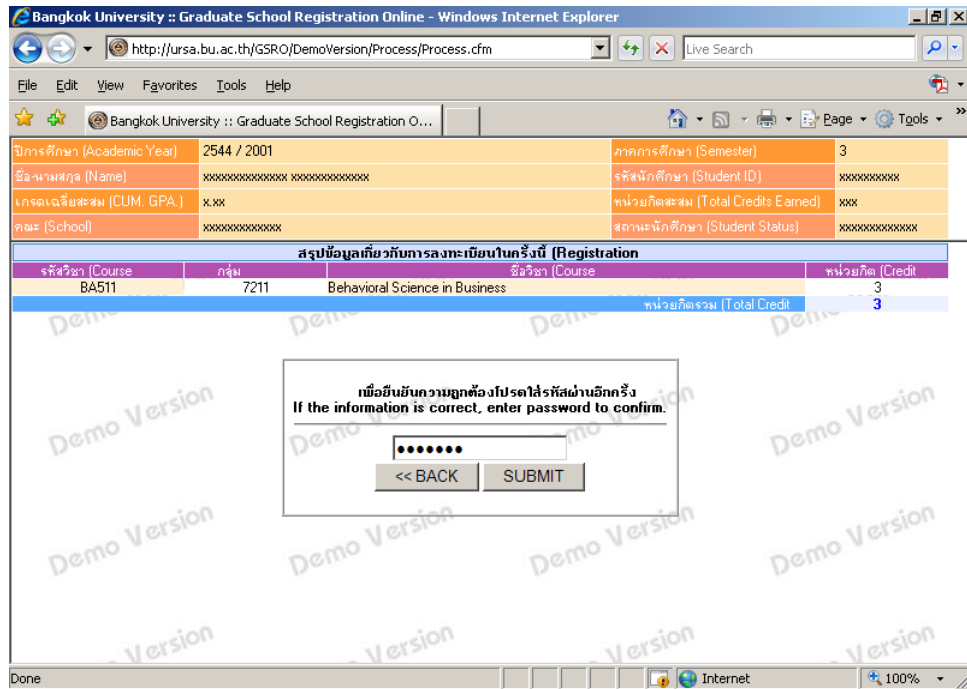
4.4 Choose courses/sections you wish to take and then click “Add”. Changes can be made to the chosen courses/sections by clicking “Delete”.



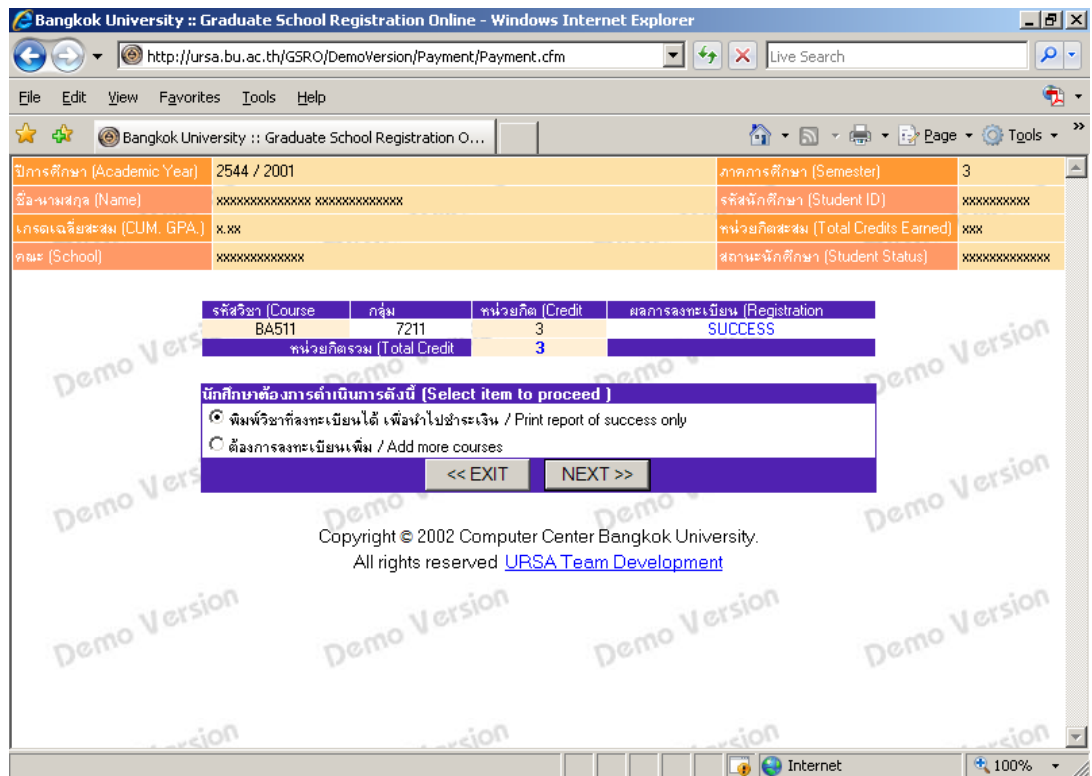
4.5 The screen will display all courses chosen.



4.6 Type your password again to confirm your choices.



4.7 The screen will display the registration report.



4.8 Print the registration report (BU.F.018) and make the payment on the scheduled dates.

Course No.	Section	Credit	Lab	Amount
BA511	7211	3		X,XXX.XX
รวมค่าวิชา / Sub Total (Tuition + Lab Fees)				X,XXX.XX
วิชาเสริมพื้นฐาน / Preliminary				X,XXX.XX
ค่าน้ำดื่มและค่าธรรมเนียมต่างๆ / Instructional Service and Activity Fees				X,XXX.XX
วิทยานิพนธ์ / Thesis				X,XXX.XX
อื่นๆ / Others				X,XXX.XX
รวมทั้งสิ้น / Grand Total				X,XXX.XX
ยอดคงเหลือยกมา / Balance Carried Forward				X,XXX.XX
ยอดที่ต้องชำระ / Balance Due				XX,XXX.XX

กรุณาเลือกวิธีการชำระเงิน / Select method of payment

พิมพ์ใบแจ้งการชำระเงิน เพื่อไปชำระเงินที่เคาน์เตอร์ธนาคาร / Print payment slip for counter payment

การชำระเงินผ่าน SCB Easy Net (Siam Commercial Bank account (SCB Easy Net))

การชำระเงินผ่าน KBANK e-Internet (Kasikom Bank account (KBANK e-Internet))

<< BACK      NEXT >>

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10/01/08 10:05      ผู้รับเงิน / Collector

คำเตือน โปรดอ่านใบเสร็จรับเงินนี้ไว้แสดงเป็นหลักฐานทุกครั้งที่เกิดข้อค้นพบหรือข้อขัดแย้ง / Please use the receipt whenever contacting the university.  
ใบเสร็จรับเงินจะมีผลสมบูรณ์ ก็เมื่อมีการประทับตราของธนาคาร และลงลายมือชื่อผู้รับเงินในช่องธนาคารที่รับชำระค่าลงทะเบียน หรือ มีการประทับตราของมหาวิทยาลัย และลงลายมือชื่อเจ้าหน้าที่แผนกการเงินของมหาวิทยาลัยกรุงเทพฯ  
The receipt will be valid only with the bank stamp and the signature of the bank collector or with the University stamp and the signature of the Bangkok University cashier.

**ใบแจ้งการชำระเงิน**  
เพื่อเข้าบัญชี มหาวิทยาลัยกรุงเทพ

เลขประจำตัวผู้เสียภาษี 4107036467 วันที่ / Date \_\_\_\_\_

บมจ. ธนาคารกรุงเทพ (BBL) สาขากล้วยน้ำไท (117)  
 บมจ. ธนาคารไทยพาณิชย์ (SCB) เลขที่บัญชี 035-3-01476-6 TR. CODE 3650  
 บมจ. ธนาคารกสิกรไทย (TFB) เลขที่บัญชี 712-1-01717-7 TX. CODE 1894  
 บมจ. ธนาคารทหารไทย (TMB) COMP. CODE 210  
 บมจ. ธนาคารยูโอบี (UOB) CODE TYPE : 55

**SERVICE CODE : BU**  
 ชื่อ - นามสกุล XXX XXXXXXXXXXXXXXXXXXXX  
 Name  
 รหัสลูกค้า (Ref No.1) XXXXX XXXXX  
 Customer No. (Ref No.1)  
 เลขที่อ้างอิง 013XX XXXXX  
 Bill No. (Ref No.2)  
 ธนาคารรับปรับ Key Name, Ref No.1, Ref No.2

ยอดเงินสด Amount in Cash -XXXXXXXXXXXXXXXXXXXXXXXXXXXX- บาท Baht \*\*\*xx,xxx.xx

10/01/08 10:05      ชำระเงินได้ภายในวันที่      **Apr xx, 2002**  
 ผู้นำฝาก      **รับชำระเฉพาะเงินสด**  
 โทร.      **ตามยอดที่ระบุไว้เท่านั้น**

ส่วนที่ 2 สำหรับธนาคาร Part 2 For Bank      ผู้รับเงิน / Collector

โปรดอ่านส่วนที่ 1 และ 2 หากพร้อมกับการชำระเงินแล้วได้ ธนาคารกรุงเทพ ธนาคารไทยพาณิชย์ ธนาคารกสิกรไทย ธนาคารทหารไทย ธนาคารยูโอบี ทุกสาขาทั่วประเทศ หากพ้นวันที่กำหนดชำระเงิน จะถือว่าตกลงทะเบียนครั้งนี้เป็นโมฆะ และไม่มีการขอลงทะเบียนซ้ำ  
หากพ้นวันที่กำหนดชำระเงิน จะถือว่าตกลงทะเบียนครั้งนี้เป็นโมฆะ และไม่มีการขอลงทะเบียนซ้ำ

5. The registration will not be complete unless payment is made within the scheduled period.
- Late payment means the cancellation of the registered courses. Students then need to do the registration again during Adding/Dropping period by filling the Add/Drop form (RGS 103) at the Graduate School (the previous registration report has to be attached).

**For more information on registration, please contact:**

- the Graduate School Office (for details on courses available) at 02-350-3608 and 02-350-3609 (Direct Lines) / 0-2350-3500 Ext.1508, 1509, 1611, 1627
- the Records Office (for registration procedures) at 02-350-3500 Ext. 1551
- the Financial Department (for payment details) at 02-350-3500 Ext. 1922,1924, and 1929

**Note for Students in Plan A (both Doctoral and Master's Programs)  
who have registered for all thesis/dissertation credits**

Students in Plan A (both Doctoral and Master's Programs) who have registered for all thesis/dissertation credits but have not completed their thesis/dissertation are required to request for a Leave of Absence to maintain their student status. Submit the request form (RGS 904) during adding/ dropping period together with a payment for 1 credit of the thesis/dissertation (7,000 baht for Doctoral Programs and 4,000 baht for Master's Programs). The payment can be made with a cashier check payable to Bangkok University.

### Procedure for Adding/Dropping

1. Pick up the Add/Drop form (RGS103) at the Graduate School.
2. Fill in the form for the courses/sections of your choice. (You can use one form for both adding and dropping courses.) Submit your Add/Drop form (RGS 103) to the Records Office on the Specified dates and get the registration report (BU.F.018)
3. After receiving the registration report (BU.F.018):
  - 3.1 **Dropping:** The dropping of course(s) is effective immediately. However, the 40 % refund the student is entitled to receive will be kept in record as part of the student's tuition fee for the following semester. After receiving the registration report (BU.F.018), students have to take BU.F.018 form to the Financial Department for the official signature.
  - 3.2 **Adding:** The adding of course(s) will not be complete unless the following is done:
    - 3.2.1 Taking the BU.F.018 slip to the Financial Department for an official signature.
    - 3.2.2 Making a payment during the specified period; otherwise, the courses added will be cancelled.

(If you wish to file an Add/Drop request on the same day the payment for the registration of courses is made, take the receipt/payment slip to the Financial Department to record the payment.)
  - 3.3 **Adding/Dropping** on one request:

Upon receiving the registration report (BU.F.018), additional payment, if any, should be made within the specified period. Otherwise, courses added will be cancelled, but the dropping of course(s) is immediately effective.

## Withdrawing Procedures (Day & Evening Programs)

1. Pick up the withdrawal form (RGS102) at the Graduate School.
2. Fill in the form for the courses/sections you wish to withdraw. See your advisor for advice.  
The Dean's approval is needed if students need to withdraw from all courses.
3. Submit your withdrawal form (RGS102) to the Records Office within the period specified.  
Once the form is submitted, the Records Office will withdraw the requested course. The letter grade "W" will be recorded on the student's transcript.

## Withdrawing Procedures (Module System)

1. Students who wish to withdraw from the enrolled courses must contact the Records Office in person on the LAST WEEK OF CLASSES, (Tuesday-Feiday: 8.30 a.m. – 5.00 p.m.). The letter grade "W" will be recorded on the student's transcript.
2. Pick-up the withdrawal form (RGS 102) at the Graduate School, fill in courses/sections to be withdrawn, and submit the RGS102 form to the Records Office.

## Cancellation of Registration

The registration will be cancelled if:

1. Students do not follow the registration procedure;
2. The numbers of credits registered are:
  - 2.1 either less than 6 credits or over 15 credits in a regular semester;
  - 2.2 over 6 credits in a summer session;
3. Students do not pass a prerequisite course.

### Note:

- Students with a cumulative GPA lower than 3.25 but not lower than 3.00 who wish to enroll 15 credits in the First /Second Semester must seek an approval from the Dean of the Graduate School .
- Registration after the specified period is not allowed.
- Those who fail to proceed the registration within the specified period must file a request for academic leave to the Records Office within 30 days after the semester has started (except summer session). Otherwise, their student status will be terminated.

## Vehicle Registration

Students who want to park their vehicles in the University's parking areas are required to submit a request for registration of their vehicles at:

- Educational Service and Student Welfare Office, Building 2, Floor 1 :  
Monday - Friday: 8.30 a.m. - 5.00 p.m.
- Special Programs Office, Building 2, Floor 1:  
Tuesday - Saturday: 5.00 - 8.00 p.m.



**First Semester 2017**  
**MBA – English Program**

**First Year (2017 Entrants)**

**Group 1**

**(Section 7211)**

**Core Courses**

EBA 611	Organization Leadership and Human Resource Competencies	Section 7211
TBA 613	Financial and Management Accounting	Section 7211
TBA 716	Information Technology for Business Management	Section 7211
BA 718	Applied Research in Business	Section 7211

**Group 2**

**(Section 7212)**

**Core Courses**

EBA 611	Organization Leadership and Human Resource Competencies	Section 7212
TBA 613	Financial and Management Accounting	Section 7212
TBA 716	Information Technology for Business Management	Section 7212
BA 718	Applied Research in Business	Section 7212

**Second Year (2016 Entrants)**

**(Section 7211)**

**Core Courses**

BA 712	Strategic Management and Business Policy	Section 7211
BA 713	Managerial Economics	Section 7211

**Elective Courses**

MK 712	International Marketing Management	Section 7211
MK 726	Intelligent Marketing Communication	Section 7211

**Plan B Independent Study**

BA 715	Independent Study	Section 7211
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Remarks : Students who registered for Independent Study course are requested to submit Independent Study Form to the Graduate School not within one week after registration.

(2012 - 2015 Entrants)

**Plan B Independent Study**

BA 715	Independent Study	Section 7211
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Remarks : Students who registered for Independent Study course are requested to submit Independent Study Form to the Graduate School not within one week after registration.

**Plan A**

**Thesis**

BA 700	MBA Thesis	1 credit	Section 7001
BA 700	MBA Thesis	2 credits	Section 7002
BA 700	MBA Thesis	3 credits	Section 7003
BA 700	MBA Thesis	4 credits	Section 7004
BA 700	MBA Thesis	5 credits	Section 7005
BA 700	MBA Thesis	6 credits	Section 7006
BA 700	MBA Thesis	7 credits	Section 7007
BA 700	MBA Thesis	8 credits	Section 7008
BA 700	MBA Thesis	9 credits	Section 7009
BA 700	MBA Thesis	10 credits	Section 7010
BA 700	MBA Thesis	11 credits	Section 7011
BA 700	MBA Thesis	12 credits	Section 7012

**Remarks** : Students will be allowed to register for thesis credits only after the completion of at least one semester with no less than fifteen hours of graduate credits, and a minimum accumulative G.P.A. of 3.00 (3 or 12 credits for initial thesis registration, 1 – 9 credits left for the following semester).

**First Semester 2017**  
**M.Com.Arts – International Program**

First Year (2017 Entrants)

(Section 7311)

**Core Courses**

ICA 671	Global Communication Theories and Application	Section 7311
ICA 673	Intercultural Communication Strategy	Section 7311

**Professional Core Courses**

ICA 675	Corporate Communication Policy	Section 7311
ICA 676	Data Analytics and Consumer Insights	Section 7311

Second Year (2016 Entrants)

(Section 7311)

**General Core Course**

ICA 614	Global Communication Seminar	Section 7311
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**Elective Courses**

ICA 639	International Communication	Section 7311
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**Plan B Independent Study**

ICA 701	Independent Study	Section 7311
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Remarks : Students who registered for Independent Study course are requested to submit Independent Study Form to the Graduate School not within one week after registration.

(2012 - 2015 Entrants)

**Plan B Independent Study**

ICA 701	Independent Study	Section 7311
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Remarks : Students who registered for Independent Study course are requested to submit Independent Study Form to the Graduate School not within one week after registration.

**Plan A**

**Thesis**

ICA 700	M.Com.Arts Thesis	1 credit	Section 7001
ICA 700	M.Com.Arts Thesis	2 credits	Section 7002
ICA 700	M.Com.Arts Thesis	3 credits	Section 7003
ICA 700	M.Com.Arts Thesis	4 credits	Section 7004
ICA 700	M.Com.Arts Thesis	5 credits	Section 7005
ICA 700	M.Com.Arts Thesis	6 credits	Section 7006
ICA 700	M.Com.Arts Thesis	7 credits	Section 7007
ICA 700	M.Com.Arts Thesis	8 credits	Section 7008
ICA 700	M.Com.Arts Thesis	9 credits	Section 7009
ICA 700	M.Com.Arts Thesis	10 credits	Section 7010
ICA 700	M.Com.Arts Thesis	11 credits	Section 7011
ICA 700	M.Com.Arts Thesis	12 credits	Section 7012

**Remarks :** Students will be allowed to register for thesis credits only after the completion of at least one semester with no less than fifteen hours of graduate credits, and a minimum accumulative G.P.A. of 3.00 (3 or 12 credits for initial thesis registration, 1 – 9 credits left for the following semester).

Tuition and Fee 1/2017					
Master's Programs					
MBA(EP) & M.Com.Arts (IP)					
(2014-2017 Entrants)					
	Year of Entrants	2014	2015	2016	2017
<b>1. Tuition &amp; Fees</b>					
Tuition	(baht/ credit)	3,500	3,500	3,500	3,500
Thesis	(baht/ credit)	4,000	4,000	4,000	4,000
<b>2. Educational Fees</b>					
Accident Insurance	(baht/ semester)	10,500	10,500	10,500	10,500
(Effective date starts from July 12, 2017 or the registered date and ends on Dec. 31,2018)					
Accident Insurance		-	-	400	-
(Effective date starts from Sep. 9, 2016 or the registered date and ends on Aug 1,2018)					
Student Identification Card		-	-	-	400
Damage Deposit (refundable upon graduation)		-	-	-	2,000
Fees for Preliminary Courses		-	-	-	700
<b>Total</b>		<b>10,500</b>	<b>10,500</b>	<b>10,900</b>	<b>14,080</b>
<b>3. Text Books</b>					
Text Books (MBA)	(baht/ semester)	3,800	3,800	3,800	3,800
Text Books (MBA)	(baht/ semester)	4,500	4,500	4,500	4,500
<b>4. Orientation Program</b>					
		-	-	-	2,000
<b>5. Honorarium for Independent Study Committee</b>					
	baht (per course)	2,500	2,500	2,500	2,500
<b>PAYMENT</b>					
	Year of Entrants	2557	2558	2559	2560
-	Master of Engineering (Electrical and Computer Engineering )	-	-	64,000	68,880
-	Master of Management in Entrepreneurship (MME)Year Entry 2/59	-	-	157,000	-
-	Master in Business Innovation (MBI)	-	-	125,000	177,000
<b>Laboratory fee</b>					
AD 604 Advertising Creativity and Production	วิชาการ	1,000	บาท		
CA 593 Production for Strategic Communication	วิชาการ	1,000	บาท		
CA 595 Corporate Print and Online Publication	วิชาการ	1,000	บาท		
CE 405 Computer Application	วิชาการ	1,000	บาท		
PR 604 Public Relations Creativity and Production	วิชาการ	1,000	บาท		
ITM 401 Computer Programming I	วิชาการ	1,000	บาท		
ITM 401 Computer Programming II	วิชาการ	1,000	บาท		
PL 143 Computer Aided Design	วิชาการ	1,000	บาท		

First Semester 2017  
Ph.D. in Communication Arts  
(International Program)

First Year (2017 Entrants)

(Section 9311)

Core Courses

COS 901	Communication Theory	Section 9311
COS 902	Communication Research	Section 9311

First Semester 2017  
Ph.D. in Communication  
(International Program)

(2010 Entrants)

Dissertation

CA 800	Dissertation	1-12 Credits
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**Remarks :** Students who would like to register for Dissertation (CA 800) have to register during the adding/dropping period (August 16-19, 2017).

First Semester 2017  
Ph.D. Program in Knowledge Management  
and Innovation Management (KIM)  
(International Program)

First Year (2017 Entrants)

(Section 9111)

Core Seminars

KIM 711	Advanced Research Methodology for Social Science	Section 9111
KIM 721	Theories and Current Issues in Knowledge Management and Innovation Management	Section 9111

Second Year (2016 Entrants)

Dissertation

KIM 801	Dissertation 1	Section 9012
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Third Year (2015 Entrants)

Dissertation

KIM 901	Dissertation 4	Section 9012
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Tuition and Fee 1/2017				
Doctoral Program				
Ph.D.in communication (2010,2013 Entrants)				
Ph.D. in Knowledge Management and Innovation Management (2015-2017 Entrants)				
Ph.D. of Engineering (Electrical and Computer Engineering ) (2015-2017 Entrants)				
Year of Entrants			Communication	
			2010	2013
<b>1. Tuition &amp; Fees</b>				
Tuition	baht per credit	7,000	7,000	
Dissertation	baht per credit	7,000	7,000	
<b>2. Educational Fees</b>		-	16,900	
<b>3. Other fees</b>				
General Education Surcharge	(baht/ semester)	5,000	-	
Library Services	(baht/ semester)	3,000	-	
Health Center Service	(baht/ semester)	500	-	
Extra-curricular Activities	(baht/ semester)	500	-	
Graduate Student Union	(baht/ semester)	500	-	
Information Technology Service	(baht/ semester)	1,500	-	
<b>Total</b>		11,000	17,140	

PAYMENT	Year of Entrants	2015	2016	2017
- Ph.D. in Knowledge Management and Innovation Management(KIM)		150,900	151,000	153,000
- Doctor of Engineering (Electrical and Computer Engineering )		45,000	-	-
- Doctor of Engineering (Electrical and Computer Engineering )Year Entry 1/2016			64,000	-
- Doctor of Engineering (Electrical and Computer Engineering )Year Entry 2/2016			63,000	-
- Doctor of Engineering (Electrical and Computer Engineering )Year Entry 1/2017			-	68,880

Remarks:- 1. Students admitted before 2015 who desire to take the accident insurance must contact the Educational Service and Student Welfare Office.

## Methods of Payment

Bangkok University offers different methods of payment for tuition and fees as follows:

### 1. Check Payment payable to “Bangkok University”

Take the BU.F.018 form together with the check to make an immediate payment at the Financial Department located on the First Floor of Dr. Charoen Kanthawongs Building, City Campus and get Part 1 of the registration slip as receipt of payment.

Payment can be done:






#### 1.1 In Bangkok Metropolitan Area:

- Cashier check of any commercial bank
- Current check (Date specified on the check must be the same as the date the payment is done. The check issued from other provinces is not accepted. Write your name, student ID and telephone number at the back of the check.)


#### 1.2 Outside Bangkok Metropolitan Area:

- Draft or commercial note of any commercial bank

### 2. Counter Payment (cash only) at any branch of

 Bangkok Bank  Kasikorn Bank  Siam Commercial Bank  Thai Military Bank and  United Overseas Bank(Thai). Please bring confirmation slip (BU.F.018) part 1 and part 2 to the bank when making the payment. The students are not obliged to pay any fee (The University will be responsible for the bank’s fees).

### 3. ATM Banking Payment

 **Bangkok Bank** (Service is available from 6 a.m. to 11 p.m.)

- Select “Payment” – Educational Institution “Bangkok University”
- Enter Customer no. xxxxxxxxxx (10-digit student ID no)
- Enter Reference no. xxxxxxxxxx (9-digit reference no.)

 **Kasikorn Bank**

(Service is available from 6 a.m. to 9 p.m.)

- Select “Payment”
- Enter Bangkok University code “80007”
- Enter customer no. / account no. of 19 digits. (10 digits from student ID no. and the 9 digits from reference no.)

 **Siam Commercial Bank**

(Service is available from 6 a.m. to 11 p.m.)

- Select “Products & Services Payment”.
- Enter Bangkok University account no. “0353014766”.
- Enter Customer no. xxxxxxxxxx (10-digit student ID no.) and Reference no. xxxxxxxxx (9-digit reference no.).

 **Thai Military Bank**

(Service is available from 6 a.m. to 9 p.m.)

- Select “Bill Payment”
- Select “Other”
- Select “Tuition Fee”
- Select “University/College”
- Enter Service Code (4 Digits) = **5138**
- Select “Account Type” (Saving / Current Account)
- Enter Customer No. / Ref. No.1 (10 digits from student ID no.)
- Enter Reference No. / Ref. No.2 (9 digits reference no.)
- Enter your payment amount
- Confirm your payment

#### 4. Telephone Banking



**Bangkok Bank**

(Service is available from 6 a.m. to 11 p.m.)

- Bangkok Bank's ATM card is needed.
- Dial 1333 or 0-2645-5555.
- Select "Fund Transfer Payment" – Tuition payment.
- Enter Bangkok University's Tax. ID no. " 0994000187807 " and then press #.
- Enter 10-digit student ID no. and then press #.
- Enter 9-digit reference no. and then press #.



**Siam Commercial Bank**

(Service is available from 6 a.m. to 11 p.m.)

- Siam Commercial Bank's ATM card is needed.
- Dial 0-2777-7777 and select "Payment".
- Enter Bangkok University account no. "0353014766"
- Enter Customer no. xxxxxxxxxx (10-digit student ID no.)  
Reference no. xxxxxxxxxx (9-digit reference no.)

**5. Internet Banking Payment** (Printer is recommended in order to print out the proof of payment) Students must have a bank account and apply for the internet banking service (Bualuang i-banking, K-Cyber Banking, SCB Easy Net, or UOB Cyber Banking) with the bank in advance.



**Bangkok Bank**

(Service is available from 6 a.m. to 11 p.m.)

Users must have a saving or current account of this bank and open service BualuangiBanking.

- Go to [www.bangkokbank.com/ibanking](http://www.bangkokbank.com/ibanking)
- Select saving or current account and enter Bangkok University's code "BU".
- Enter customer no./ref. no. of 19 digits. (10 digits of which are from student ID and 9 digits from ref. no.)

 **Kasikorn Bank**

(Service is available from 6 a.m. to 10 p.m.)

Users must have a saving or current account of this bank and open service K-Cyber Banking.

- Go to [www.kasikornbank.com](http://www.kasikornbank.com).
- Enter Bangkok University code “80007”.
- Enter customer no./account no. of 19 digits (10 digits from student ID no. and 9 digits from reference no.).

 **Siam Commercial Bank**

(Service is available from 6 a.m. to 11 p.m.)

Users must have a saving or current account of this bank and open service .

- Go to [www.SCBEASY.com](http://www.SCBEASY.com).
- Enter Bangkok University account no. “0353014766”.
- Enter Customer no. xxxxxxxxxx (10-digit student ID no.) and Reference no. xxxxxxxxxx (9-digit reference no.).

 **Thai Military Bank**

(Service is available from 6 a.m. to 9 p.m.)

Pay via website [www.tmbdirect.com](http://www.tmbdirect.com) (To apply the service, please contact your account issuing branch)

- Select **TMB** InternetBanking
- Enter your User ID and Password
- Select “Bill Payment”
- Select “Group of Biller : Education Institution”
- Select either your saving or checking account
- Enter your payment amount
- Enter Customer no. XXXXXXXXXXXX (10 digits from student ID no.)
- Enter Reference no. XXXXXXXXXXXX (9 digits from student ID no.)
- Confirm your payment



(Service is available from 6 a.m. to 11 p.m.)

Users must have a saving or current account of this bank.

- Go to [www.UOB.co.th](http://www.UOB.co.th).
- Enter 10-digit student ID no.
- Enter 9-digit reference no.

## 6. Credit Card Payment

The Financial Affairs Office welcomes registration payment made by Bangkok Bank's credit card or any Visa or Master credit cards. The service is available at the Financial Department, 1st Floor, Building no. 9, City Campus, from Tuesday to Saturday during office hours. Please note that additional fees will be charged for the payment made by credit card. For further information, please contact the Financial Department, City Campus.

## 7. Citibank Credit Card (PayLite) Payment

The Financial Affairs office offers an additional channel for tuition and fees payment by installments for the students. The payment can now be made monthly in installments through PayLite system of Citibank Credit Card (a selection of 4, 6, or 10 months installments) with the interest rate of 0.89% per month. The service is available at the Financial Department, 1st Floor of Building no. 9, City Campus, from Tuesday to Saturday during office hours.

\*\* For more information on payment method 3-8, please check the bulletin board at the Financial Department, opposite to the Records Office. \*\*

**Notes:**

- Parents are able to transfer the payment from their existing bank accounts to the student's current ATM-card accounts (with Bangkok Bank, Siam Commercial Bank, or Kasikorn Bank) to avoid carrying large amount of cash.

- The registration payment must be made by the student's own ATM card, not others.

- The registration payment to the University must be made in full amount, no installments.

- Payment must be made within the date specified in the registration slip (BU.F.018), otherwise the registration for the semester will be invalid and the student subject to an academic leave. In that case, he/she must report to the Records Office (or Graduate School for graduate students) by the date specified in the registration handbook. Failure to do so will result in termination of student status unless he/she brings the expired registration slip to the Records Office (or Graduate School for graduate students) during Adding/Dropping period to redo the registration.

- The registration slip will be considered a receipt only when sealed with the bank stamp and bank officer's signature, or imprinted with digital numbers of the bank, or sealed with Bangkok University stamp together with the Financial Department officer's signature.

- Payment is not refundable.

- Once the payment of tuitions and fees has been made, the University reserves the right not to refund such payment in any circumstance.

- The University held no responsibility for any problems or damages to the registration due to the student's failure to complete the payment process.