

How to File for Graduation and Request for Graduation Document For Foreign Students who are Expecting Program Completion of Academic Year 2022

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)

Remarks:

-If the student fails to provide his/her © **bank account numbers** at http://ursa2.bu.ac.th/graduate/index_main.cfm ,the Records Division 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 Records Division for your graduation documents **or** request for their graduation documents at https://recordsoffice.bu.ac.th/Transcript_Request_Info_English.pdf

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

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. 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 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 2022 (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.
1/2022	September 23, 2022	September 2, 2022	September 24, 2022
2/2022	November 25, 2022	November 4, 2022	November 26, 2022
3/2022	February 24, 2023	February 3, 2023	February 25, 2023
4/2022	May 26, 2023	May 5, 2023	May 27, 2023
5/2022	July 21, 2023	June 30, 2023	July 22, 2023
Special meeting	-	-	-

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