

The Records Office has offered an online service for transcript request starting from the Summer Semester of the Academic Year 2009 onwards. Those who would like to request for the service are required to follow the following steps:

1. Please make your request directly to **records_office@bu.ac.th** and indicate the following information.
 - 1.1) Indicate your First – Last Name and student ID. No. (Should you forget the ID., indicate the year you entered Bangkok University.)
 - 1.2) Indicate the total number of transcript you would like to obtain
 - 1.3) Indicate the address you would like the Records Office to send the transcript(s)
2. Attach file -- photocopy of your passport with your signature certifying the accuracy of your document
3. Describe your payment and attach file – evidence of your payment (e.g., bill of exchange and receipt of your money transfer from the bank) with your signature certifying the accuracy of your document

Two methods of payment can be made:

- Bill of exchange of commercial banks payable to “**Bangkok University**”
- Money transferred to “**Bangkok University**”
Bangkok Bank, A/C number 117-3-02113-8, Current Account, Kluaynamtai Branch

Remarks

1. Fees for transcript and mailing service

- Undergraduate degree/ diploma	40 Baht per copy
- Graduate degree	100 Baht per copy
- Mail Service (EMS) - Domestic	40 Baht
- Mail Service - Overseas	300 Baht
2. If you made a payment by the bill of exchange, the Records Office will send your transcript after receiving the original copy of bill of exchange. Please send your bill of exchange at the address below:

Documentation Department
Records Office, Bangkok University
9/1 Moo. 1, Phahonyothin Road
Klong Nueng, Klong Luang
Pathun Thani 12120