

The Records Division has offered an online service to request for transcript and student-status certificate. Please follow the steps below:

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) Identify document in Thai or English Language.
  - 1.4) Indicate the address you would like the Records Division to send the transcript(s)
2. Attach file -- photocopy of your Thai National ID Card or passport with your signature certifying the accuracy of your document.
3. Describe your payment and attach file – evidence of your payment (e.g. receipt of your money transfers from the bank) with your signature certifying the accuracy of your document.

**Method of payment can be made:**

- Money transferred to “**Bangkok University**”
- Name of Bank: **Bangkok Bank**
- Branch Address: **Kluaynamthai Branch**
- A/C number **117-3-02113-8**
- Type of Account: **Current Account**
- \*SWIFT Code: **BKKBTHBK** (For International Transfer Money Only)

**Information of Fees for transcript, student-status certificate and mailing service**

**Transcript**

- |  |                   |
|--|-------------------|
| - Transcript for Undergraduate degree/ diploma | 40 Baht per copy  |
| - Transcript for Graduate degree               | 100 Baht per copy |

**Student-Status Certificate**

- |  |                  |
|--|------------------|
| - Student-Status Certificate for Undergraduate degree/ diploma | 20 Baht per copy |
| - Student-Status Certificate for Graduate degree               | 50 Baht per copy |

**Mail Service Fees**

- |  |          |
|--|----------|
| - Mail Service (EMS) - Domestic                  | 40 Baht  |
| - Mail Service (Registered Mail) - International | 300 Baht |

**\*\*Fee Charge for International Transfer Money Only** **200 Baht**

**Note**

\* = To receive funds into Bangkok Bank account from overseas, the sending bank will need to know the receiving bank’s SWIFT code. For more information, please visit Bangkok Bank’s website at [www.bangkokbank.com](http://www.bangkokbank.com)

\*\* = Payment excluding bank charges on money transfers and foreign exchange rate, you will be responsible for the expenses. This will be deducted from the transferred amount into Bangkok University’s account according to International Funds Transfer of Bangkok Bank. For more information, please visit Bangkok Bank’s website at [www.bangkokbank.com](http://www.bangkokbank.com)