

Instruction for International Students

who are currently studying in the last semester and expecting to graduate

1. Students are required to request for their graduation registration online at <http://ursa.bu.ac.th/rfg> or fill out the form at Records Office from the first day of class to the end of midterm exam of their last semester. If the students fail to register for their graduation within the specified period, they must apply for the late request for graduation registration and pay the fine of THB 50 per day (including holidays, if any). The total amount of fine charged is no more than THB 1,000.

Remarks : - If the student fails to provide his/her bank account numbers when registering for the graduation, the Records Office 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 Office, located on the First Floor of Building 2, for your graduation documents.

2. After final examination is ended, student must request for their graduation documents and apply for the graduation registration by completing the request form at the Records Office and paying for the fees at the Financial Affairs Office. The fees are as follows:

2.1. Fees for graduation documents (with four 2-inch color photos of the graduates in graduation gown on a white background)

- Transcript	THB 80 (THB 40 per copy)
- Certified Letter of Graduation	THB 40 (THB 20 per copy)
- Domestic Delivery (EMS) Fee or Overseas Delivery Fee	THB 40 or THB 300
Total	<u>THB 160 or THB 420</u>

Remarks: Delivery of the documents will be made after the end of the University's Board of Trustees meeting.

2.2. Fees for Graduation Registration

2.2.1 For graduate who attend the ceremony

- Registration fee and a graduate yearbook	THB 3,000
- Lifelong alumni registration fee	THB 1,000
- Graduation gown and hood rental	THB 1,300
- Rental deposit for hood and gown (refundable upon the return of gown and hood)	THB 1,200

Total **THB 6,500**

2.2.2 For graduate who do not attend the ceremony

- Registration fee and a graduate yearbook	THB 3,000
- Lifelong alumni registration fee	THB 1,000
- Postal fee for delivery of the degree certificate	
- Domestic delivery fee	THB 50
- Overseas delivery fee	THB 300

Total **THB 4,050 or 4,300**

Remarks: Delivery of the documents will be made after the commencement ceremony ends.

2.3 Students must fill out the resignation form (for graduation) at the Records Office and contact the Financial Affairs Office to receive the damage deposit.