

How to File for Graduation and Request for Graduation Document

For Students who are Expecting Program Completion in the First Semester of Academic Year 2017

กำหนดการแจ้งจบและขอหลักฐานทางการศึกษา สำหรับนักศึกษาที่คาดว่าจะสำเร็จการศึกษา ภาคการศึกษาที่ 1 ปีการศึกษา 2560

1. **Graduation requests** Students expecting to complete all degree requirements for graduation in the First Semester of Academic Year 2017, please file the Notice of Intention at <http://ursa.bu.ac.th/rfg> during from August 16th, 2017 at 09.00 hrs. – October 11th, 2017 by 24.00 hrs.
No official document will be issued to a student who has not filed for graduation. Students who file for graduation after October 11th, 2017 must pay a fine of 50 baht per day until December 12th, 2017.
(**Note** : The total amount of the fine will not exceed 1,000 baht)
2. Examination Result for Semester 1st/2017 via the internet on January 5th, 2018.
3. Certificate of Course Work Completion with Pending Examination can be requested as from November 30th, 2017.
4. Certificate of Pending Graduation can be requested after students receive all final exam results of the First Semester of Academic Year 2017 (One 2-inch photo in student uniform is required).
5. Official Transcript (graduation not stated) can be requested after students receive all final exam results of the First Semester of Academic Year 2017.
6. Official Transcript (graduation stated) and Certificate of Bachelor's Degree Graduation can be requested after the Board of Trustees approve the graduation.

Records Division will deliver the graduation documents, including 2 copies of the Transcript and 2 copies of the Certified Letter of Graduation (one Thai version and one English version), to the graduates by post. The mail service fee will be deducted from your damage deposit.

For the student who request for graduation in the First Semester of Academic Year 2017, they are required to submit four 2-inch color photos of the graduate in graduation gown (in white background) to the Records Division in person or by post (two photos for the Certified Letter of Graduation and another two photos for the Graduate Yearbook). On the back of the photos, students must write down their name, last name, Student ID number and major and submit them to the Records Division during October 16th - December 15th, 2017 and during January 8th – February 16th, 2018.

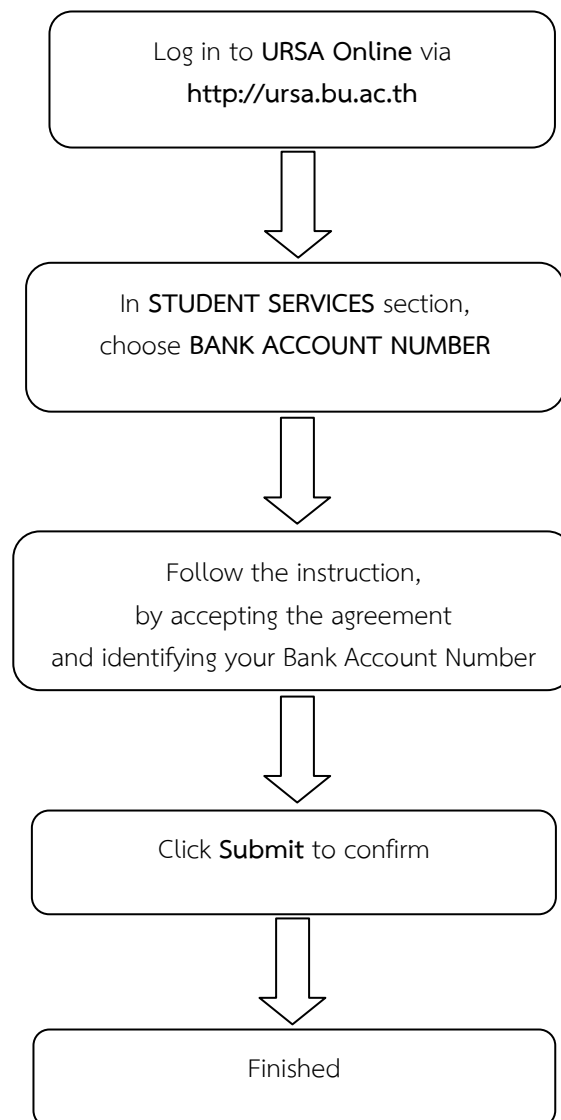
(If the students fail to submit the photos, they will not receive the Certified Letter of Graduation, but will receive only the transcript)

**Delivery of the documents will be made
after the end of the University's Board of Trustees meeting on February 23rd, 2018**

Remark For foreign students, the two copies of the Certified Letter of Graduation will only be the English version.

7. Students will receive a refund of damage deposit and any outstanding-balance of registration fee (if any), via a bank transfer within one month from date that the Board of Trustees confirms your status. Kindly provide your bank account details via URSA Online (Student Services) before the end of the Final Examination Period.
8. In December 2017, please check more information for graduation request will be available online at <http://ursa.bu.ac.th/commence>
(Graduates attending the Commencement Ceremony are required to reserve the academic gown and hood from the University only)

Steps in Notifying Your Bank Account in URSA Online



Remarks

Students who register for graduation in the First Semester of Academic Year 2017 are required to notify your bank account number in URSA Online December 12th, 2017. If the deadline passed, please contact the Financial Department, City Campus in person with one copy of the passbook (Only page shown the account number).

Only the students with proper attire and Student ID Cards are welcome at the Records Division

Office hours		
City Campus		Rangsit Campus
Monday	08.30 – 17.00 hrs.	Monday - Friday 08.30 – 17.00 hrs.
Tuesday - Friday	08.30 - 19.30 hrs.	
Except 08.30 - 17.00 hrs. on the day with no Special Program's classes		

For further information or any enquiries, please contact by email at records_office@bu.ac.th