

## Graduation Documents Delivery

### Students who graduated in the First Semester of Academic Year 2017

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 students 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, ID number and major and submit them to the Records Division **during October 16 - December 15, 2017 and during January 8 – February 16, 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 23, 2018.

✉ For Mail Delivery Record, please visit <http://recordsoffice.bu.ac.th/NameDocument.html> ✉

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

#### Fees for Mail Service (Domestic Delivery)

- Transcript	80 Baht (40 Baht per copy)
- Certified Letter of Graduation	40 Baht (20 Baht per copy)
- Domestic Delivery (EMS) Fee	40 Baht
<b>Total</b>	<b>160 Baht</b>

#### Fees for Mail Service (International Delivery)

- Transcript	80 Baht (40 Baht per copy)
- Certified Letter of Graduation	40 Baht (20 Baht per copy)
- International Delivery (Registered post)	300 Baht
<b>Total</b>	<b>420 Baht</b>

#### Set of document without Certified Letter of Graduation

(For students who do not want to submit photos)

- Transcript	80 Baht (40 Baht per copy)
- International Delivery (registered post)	300 Baht OR
- Domestic Delivery (EMS) Fee	40 Baht
<b>Total</b>	<b>380 Baht OR 120 Baht</b>

#### **Remark**

- If the student fails to provide his/her bank account numbers when registering for the graduation, 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 foreign students who do not have the bank account numbers, please contact the Records Division (City Campus - located on the First Floor of Building 2, Rangsit Campus - located on the First Floor of Building A3), for your graduation documents.