

## How to File for Graduation and Request for Graduation Document

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

กำหนดการแจ้งจบและขอหลักฐานทางการศึกษาสำหรับนักศึกษาที่คาดว่าจะสำเร็จการศึกษา ภาคการศึกษาที่ 2 ปีการศึกษา 2560

**Graduation Requests** Students expecting to complete all degree requirements for graduation in the Second Semester of Academic Year 2017, please file the Notice of Intention at <http://ursa.bu.ac.th/rfg> during January 8<sup>th</sup>, 2018 at 09.00 hrs. – March 6<sup>th</sup>, 2018 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 March 6<sup>th</sup>, 2018 must pay a fine of 50 baht per day until May 11<sup>th</sup>, 2018** (Note The total amount of the fine will not exceed 1,000 baht).

**Remark:** Kindly provide your bank account details in Thailand via URSA Online (Student Services) before the end of the Final Examination Period.

Examination Result for Semester 2<sup>nd</sup>/2017 via the internet on June 1<sup>st</sup>, 2018.

#### Announcement

1. Details of Graduate Registration are announced in December of each year at <http://ursa.bu.ac.th/commence/>
2. Graduates of the undergraduate level who wish to attend the Commencement Ceremony are required to rent an academic hood from the university. Academic gowns are also available for rent from the university or graduates may acquire their academic gown from any shops.
3. 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.

#### Request for Graduation Document

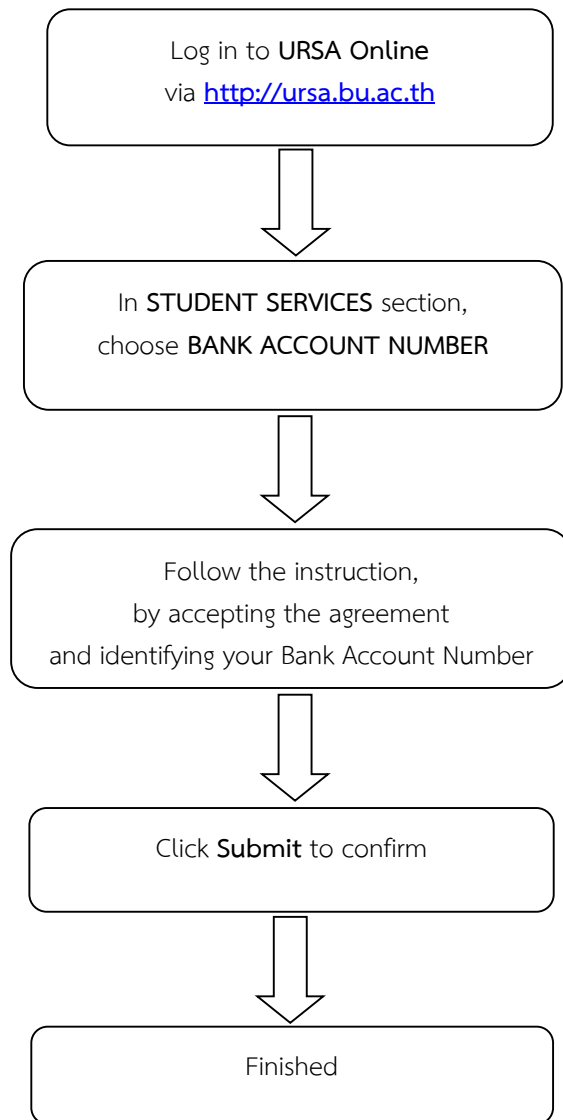
1. Certificate of Course Work Completion with Pending Examination - can be requested as from May 2<sup>nd</sup>, 2018.
2. Certificate of Pending Graduation can be requested after students receive all final exam results of the Second Semester of Academic Year 2017 (One 2-inch photo in student uniform is required).
3. Official Transcript (graduation not stated) can be requested after students receive all final exam results of the Second Semester of Academic Year 2017.
4. Official Transcript (graduation stated) and Certificate of Bachelor's Degree Graduation can be requested after the Board of Trustees approve the graduation.
5. 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 Second 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 February 26<sup>th</sup> - April 5<sup>th</sup>, 2018 and during April 23<sup>rd</sup> – July 13<sup>th</sup>, 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 July 20<sup>th</sup>, 2018

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

Steps in Notifying Your Bank Account in URSA Online



**Remark**

Students who register for graduation in the **Second Semester of Academic Year 2017** are required to notify your bank account number in URSA Online **May 11<sup>th</sup>, 2018**. 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](mailto:records_office@bu.ac.th)