

**How to File for Graduation and Request for Graduation Document
For Students Who Are Expecting Program Completion in the First Semester of Academic Year 2020**

กำหนดการแจ้งจบและขอหลักฐานทางการศึกษาสำหรับนักศึกษาที่คาดว่าจะสำเร็จการศึกษา ภาคการศึกษาที่ 1 ปีการศึกษา 2563

Graduation Requests

Students expecting to complete all degree requirements for graduation in the First Semester of Academic Year 2020, please file the Notice of Intention at <http://ursa.bu.ac.th/rfg> during August 17th, 2020 at 09.00 hrs. – December 4th, 2020 by 24.00 hrs.

Remark: Kindly provide your bank account details in Thailand via URSA Online (Student Services) until December 4th, 2020 by 24.00 hrs.

Examination Result for Semester 1st /2020 via the internet: December 21st, 2020

Announcement

1. Details of Graduate Registration are announced in December of each year at <http://commencement.bu.ac.th>
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.

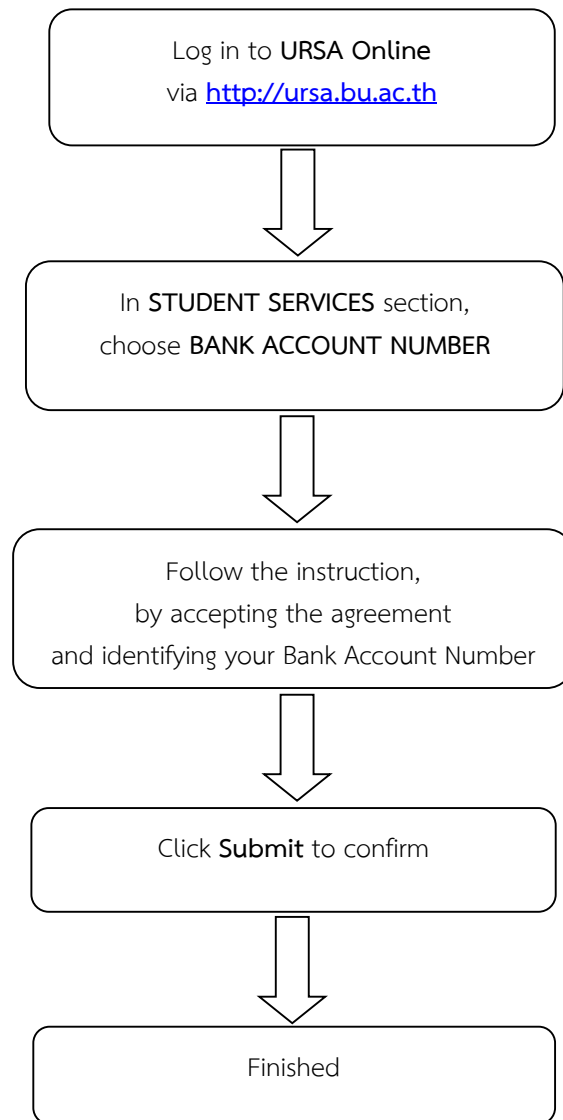
Request for Graduation Document

1. Certificate of Course Work Completion with Pending Examination - can be requested as from December 7th, 2020.
2. Certificate of Pending Graduation can be requested after students receive all final exam results of the First Semester of Academic Year 2020.
3. Official Transcript (graduation not stated) can be requested after students receive all final exam results of the First Semester of Academic Year 2020.
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 one copy of the Transcript and one copy of the Certified Letter of Graduation (English version), to the graduates by post. The mail service fee will be deducted from your damage deposit.

Delivery of the documents will be made after the end of the University's Board of Trustees meeting
on February 19th, 2021

Remark: Please be informed that, for students graduating in the Semester 1 of Academic Year 2020 onwards, there is no need to send two of 2x2-inch photographs of the student wearing an academic gown and hood for an issuance of the certificate of graduation. A new version of the Certificate of Graduation will bear no picture of the graduating student.

Steps in Notifying Your Bank Account in URSA Online



Remark

Students who register for graduation the First Semester of Academic Year 2020 are required to notify your bank account number in URSA Online December 7th, 2020. If the deadline passed, please contact the Financial Department 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 One Stop Service

Office hours

Monday - Friday Time: 08.30 – 17.00 hrs.

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