

Graduation Documents Delivery
Students who graduated in the First Semester of Academic Year 2020

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 19, 2021

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

Fees for Mail Service (Domestic Delivery)

- Transcript	40 Baht (40 Baht per copy)
- Certified Letter of Graduation	20 Baht (20 Baht per copy)
- Domestic Delivery (EMS) Fee	40 Baht
Total	100 Baht

Fees for Mail Service (International Delivery)

- Transcript	40 Baht (40 Baht per copy)
- Certified Letter of Graduation	20 Baht (20 Baht per copy)
- International Delivery (Registered post)	300 Baht
Total	360 Baht

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.**
- **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 3, Main Campus - located on the First Floor of Building A3), for your graduation documents.**
- **Details of Graduate Registration are announced in December of each year at <http://commencement.bu.ac.th>**
- **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.