



RECORDS OFFICE NEWS

Show your student identification card every time you contact the Records Office.

Standard Services
BU-SMS
Online Graduation Request
BU Knowledge Center
Online Assessment System
Score Announcement
Electronic Diamond Books
BU Announcement
Access Report
Change Password
Check Usage Time
Library Collection Order Form
BU-Forum
Web-based E-mail
Help Desk
Computer Center
Library
School Link
Faculty Link
Records Office

Student Information

Required Student ID & Password

- Personal Data
- Grade Report
- Grade Calculator
- Class Schedule
- Examination Schedule
- Prepaid Balance
- Details of Suspension of Services
- Bank Account Number
- Course Section
- ตัวอย่างแผนการสอนรูปแบบใหม่

User Name Password

Program Regular BUIC

Online Examination Results Checking Procedures: Each semester, the University releases the results of the examinations in the first week of the semester. Students can check their grades online by following the steps below.

1. Check the scheduled grades release date in the Records Office Schedule.
2. Enter the website http://ursa.bu.ac.th/index_main.cfm
3. Select the 'Grade Report' Item. Fill in the User Name and Password Boxes with your student identification number and the password, and then click 'ENTER'.
4. The courses for which students registered in the semester/session will appear on the screen.
5. Grade(s) for any course(s) which were released will appear on [letter grade(s)].
6. Letter grade 'R' means that the grade for that course has not yet been released.

IDs Which Can Be Used for Entering an Examination Room

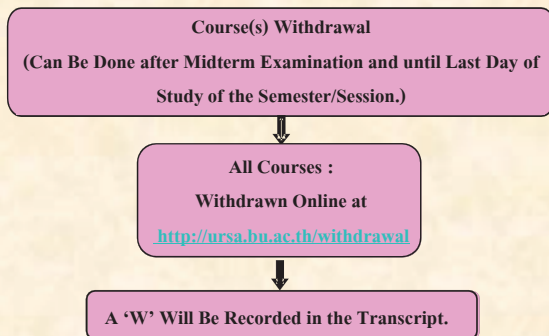
If students do not bring their student identification card to show to a proctor, their Thai National ID Card, driving license, government official identification card, state enterprise identification card, or passport may be used instead. If no IDs can be shown at all, students will have to contact the Records Office before entering the examination room by following the steps below.

1. Requesting an ID replacement card for the student identification card from the Records Office.
2. The Records Office issues students with an ID replacement card and students sign their name.
3. Students show the ID replacement card and sign their name in the presence of the proctor to enter the examination room.

Remarks: If students enter the examination room without any ID without having contacted the Records Office, their examination time will be reduced by thirty minutes.

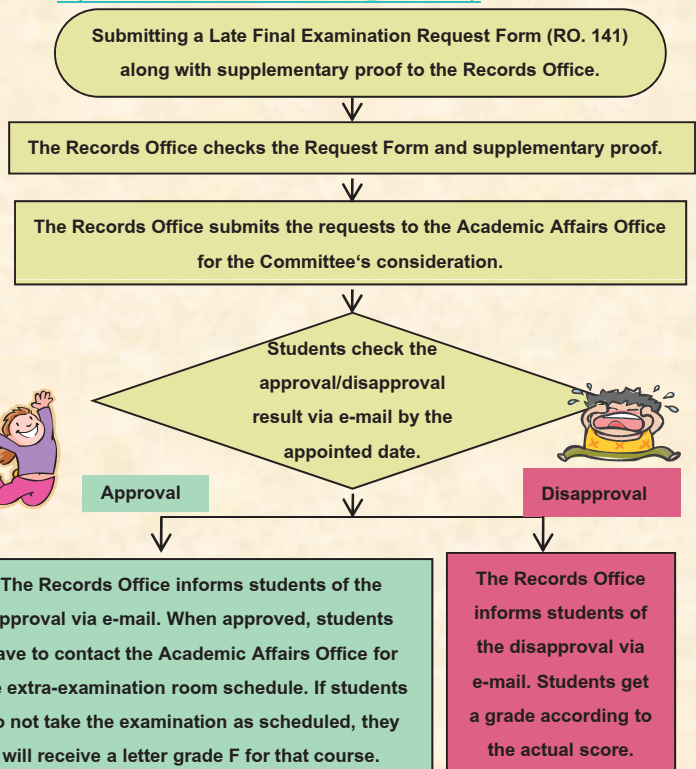
Course(s) Withdrawal

Students who do not wish to take the final examination(s) for any course must withdraw from the course(s) in order to avoid getting an 'F' for the examination result.



Make-up Final Examination(s) Request Procedures

Students who could not take the final examination(s) due to the causes and/or needs mentioned in the Regulations of the University can request for make-up final examination(s) with the Records Office within five working days from the day of the examination that was missed (For additional information, please visit http://recordsoffice.bu.ac.th/recservice_e.html#to15).



Have you signed up for a facebook account to connect with BU Records Office? If not, hurry up! Once connected, you will be able to learn a lot of useful news and information. See you there!



<http://www.facebook.com/BURecords>

Bangkok University International College Academic Calendar Academic Year 2012

Last Update October 11, 2012

		1 st Semester/2012	2 nd Semester/2012	Summer/2012
Students must check the update courses and sections from "Course Section" in URSA ONLINE for Registration next Semester.		Starting from July 3, 2012	Starting from October 19, 2012	Starting from March 19, 2013
Pre-registration Online Period	Set Menu	-	October 29-30, 2012	-
	Course/Section	July 16 – 18, 2012	November 1-2, 2012	April 9-11, 2013
Interactive Period *For students who have already pre-registered online and paid the tuition fees.		August 8, 2012	January 9, 2013	May 29, 2013
Late Registration Period *For students who haven't pre-registered online or haven't paid the tuition fees.		August 9, 2012	January 10, 2013	May 30, 2013
Wai Kru Day		September 6, 2012	XXXXXXXXXX	XXXXXXXXXX
First Day of the Semester		August 14, 2012	January 14, 2013	June 3, 2013
Adding and Dropping Period		August 15-17, 2012	January 15-18, 2013	June 4-7, 2013
Final Day of Notification of Academic Leave (For those who do not register)		September 13, 2012	February 13, 2013	XXXXXXXXXX
Filing for Graduation (Report to the Academic Unit)		August 14 – October 9, 2012	January 14 - March 4, 2013	June 3 – 26, 2013
School/Department Transfer Period		September 10-14, 2012	February 4-8, 2013	June 10-14, 2013
Mid Term Examination		October 1-9, 2012	February 26 - March 4, 2013	June 24-26, 2013
Withdrawal Period		October 22 – November 28, 2012	April 1 – 29, 2013	July 8-28, 2013
Final Examination		November 29 – December 12, 2012	April 30-May 7, 2013	July 29-31, 2013
Semester Break Start		December 13, 2012	May 8, 2013	August 1, 2013

Records Office will deliver the graduation documents, including 3 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 **2012**, they are required to submit four 2-inch color photos of the graduate in graduation gown (in blue background) to the Records Office in person or by post. Submit them to the Records Office **November 29 – December 12, 2012 and January 7 – February 8, 2013** (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 22, 2013.

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)	Fees for Mail Service (International Delivery)	For students who do not want to submit photos
Transcript (3 Copies)	60 Baht (20 Baht per copy)	60 Baht (20 Baht per copy)	60 Baht (20 Baht per copy)
Certified Letter of Graduation (2Copies)	20 Baht (10 Baht per copy)	20 Baht (10 Baht per copy)	
Delivery Fee	30 Baht	300 Baht	300 Baht OR 30 Baht
Total	110 Baht	380 Baht	360 Baht OR 90 Baht

Remark

- If the student fails to provide his/her bank account numbers when registering for the graduation, the Records Office will not be able to send the graduation documents to the student as the payment cannot be made without the bank account numbers.
- For International Students who do not have the bank account numbers, please contact the Records Office, located on the First Floor of Building 2, for your graduation documents.



รายชื่อการนำส่งเอกสาร
สำเร็จการศึกษาทางไปรษณีย์

Graduates List for Mailing of Academic Credentials

Graduates can check status of mailing of academic credentials. For more information, please visit <http://recordsoffice.bu.ac.th/NameDocument.html>