



RECORDS OFFICE NEWS

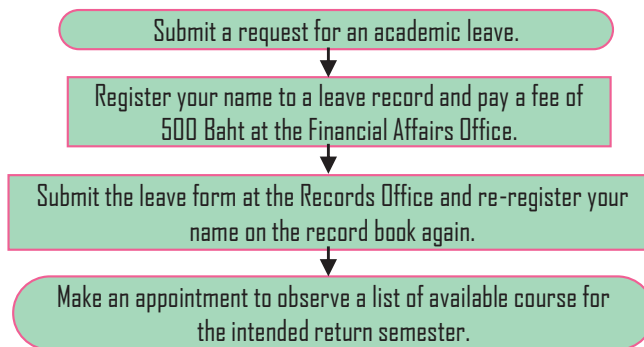
Show your student identification card every time you contact the Records Office.

Request for Documents Required for Tuition and Fees Reimbursement

Students are able to request for the documents required for a Tuition and Fees Reimbursement. The documents include a University License and a detailed list of registered courses and fees for the registered academic semester. A request can be made one week prior to a start of the semester at the Records Office. Please follow the following steps.

1. Contact the Records Office at either City Campus or Rangsit Campus;
2. Show your Student ID;
3. Pay a fee of 10 Baht via the Student ID; and
4. Collect the documents

Academic Leave Request



Number of Graduation Activities, and Transcript(s) and Certificate(s) of Achievement/Certificate(s) Stating Participation in Activities Are Shown in The Following Table:

Student ID Number: Academic Year	Programs	Number of Activities for Graduation	Number of Activity Requirements [Museum Visit/BU Gallery Visit/ Election of Club]	Number of Activities for Which The Transcript Was Received	Number of Activities for Which The Certificate Was Received	Remarks http://ediamond.bu.ac.th/
49 - 53	General Program	16	-	-	24	No Activity Requirements
49 - 53	Special Program/ Other	8	-	-	10	
From 54 on (54 and later)	General Programs	16	3	16	32	Must participate in activities for eight (8) groups of activities.
From 54 on (54 and later)	Special Programs/Other	8	1 (BU Gallery Visit)	8	16	Must participate in activities for eight (8) groups of activities.

- Remarks:**
1. For Bangkok University International College Students' Mandatory Activity of a visit to the Southeast Asia Ceramics Museum, a substitute visit to Rangsit Campus, or a designated museum can be made with an approval and proof authorized by Dean
 2. For Students of Special Program, there is ONE mandatory activity of a visit to Bangkok University Gallery (BUG) located at the City Campus. An election for the student union committee is not available

Procedure for A Request for School/Department Change

Procedure for A Request for Special Case Final

Filling in a School/Department Transfer Request Form (RD. 111) and a Form of Course/Credit Transfer Request for School/Major Transferred Students (RD. 112) and submitting them to the Records Office.

Submit the Special Case Final Examination Request Form (RD. 129) along with supplementary proof to the Records Office.

Students hear the result at the Records Office on the appointed date.

The Records Office checks the Request Form along with supplementary proof.

The Records Office submits the requests to the Academic Affairs Office for the Committee's consideration.

Approval

Disapproval

In case of approval, students must

- Sign student's name for acknowledgement on the Request Form.
- Have a new student identification card made (Only students requesting School change). The student identification card cost is three hundred (300) Baht, paid by students.
- Pay a five-hundred - Baht (500-Baht) School/Department transfer fee.

In case of disapproval, students sign their name for acknowledgement on the Request Form.

Students receive the Form of Course/Credit Transfer Request for School/Major Transferred Students (RD. 112), signed by the Dean, and keep it as evidence.

Students check the approval/disapproval result via e-mail by the appointed date.

Approval

Disapproval




The Records Office informs students of the approval via e-mail. When approved, students have to contact the Academic Affairs Office for the extra-examination room schedule. If students do not take the examination as scheduled, they will get a letter grade F for that course.

The Records Office informs students of the disapproval via e-mail.

In case of disapproval, students can request course withdrawal online as scheduled on the records office schedules.

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 11-12, 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 6, 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 6, 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 9, 2013	July 29-31, 2013
Semester Break Start		December 13, 2012	May 10, 2013	August 1, 2013












Students requesting for a graduation of the semester 2/2012 must send, by mail, 4 of a 2 inch- photograph dressed in graduation gown (2 for a Certificate of Graduation and 2 for a Graduation Yearbook). Please write your first name, last name, and student ID number on the back of all photographs.

Round 1: If all grades are announced by April 5, 2013, graduating students may send the photographs by mail during March 25-April 19, 2013.

Round 2: If all grades are announced after April 5, 2013, graduating students may send the photographs by mail during April 29-May 24, 2013.

(Please note that if you fail to send the photographs by the specified period, you will receive only a Transcript and WILL NOT receive a Certificate of Graduation.)

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	40 Baht 	300 Baht 	300 Baht OR 40 Baht 
Total	120 Baht 	380 Baht 	360 Baht OR 100 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.



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