

**How to File for Graduation and Request for Graduation Document  
For Students who are Expecting Program Completion in the First Semester of Academic Year 2018**

กำหนดการแจ้งจบและขอหลักฐานทางการศึกษาสำหรับนักศึกษาที่คาดว่าจะสำเร็จการศึกษา ภาคการศึกษาที่ 1 ปีการศึกษา 2561

**Graduation Requests**

Students expecting to complete all degree requirements for graduation in the First Semester of Academic Year 2018, please file the Notice of Intention at <http://ursa.bu.ac.th/rfg> during August 20<sup>th</sup>, 2018 at 09.00 hrs. – October 12<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 October 12<sup>th</sup>, 2018 must pay a fine of 50 baht per day until December 7<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 1<sup>st</sup>/2018 via the internet on January 4<sup>th</sup>, 2019.

**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**

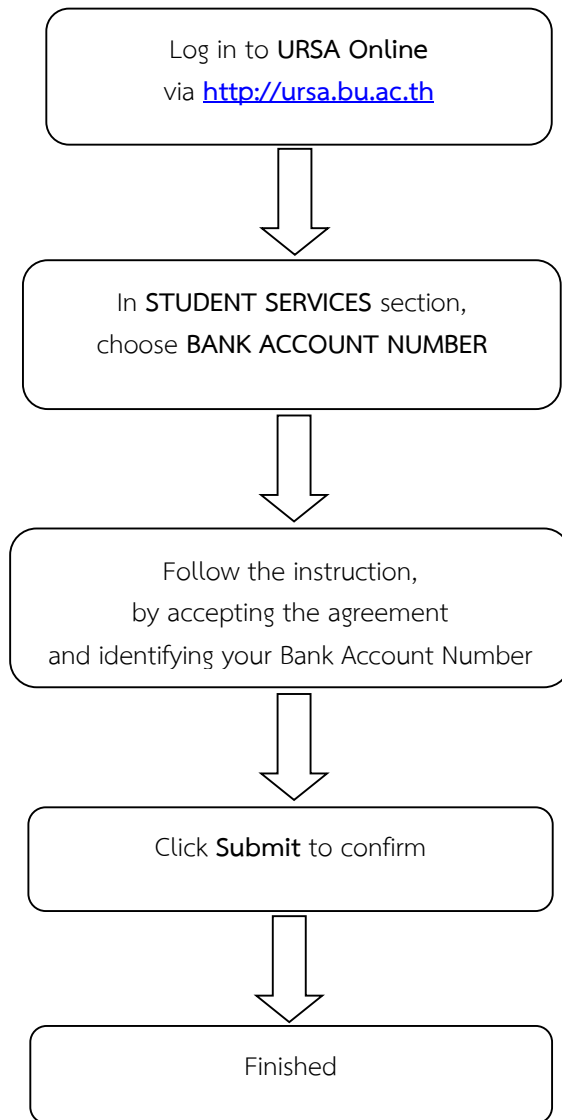
1. **Certificate of Course Work Completion with Pending Examination** - can be requested as from December 3<sup>rd</sup>, 2018.
2. **Certificate of Pending Graduation** can be requested **after students receive all final exam results of the First Semester of Academic Year 2018** (One 2-inch photo in student uniform is required).
3. **Official Transcript (graduation not stated)** can be requested **after students receive all final exam results of the First Semester of Academic Year 2018.**
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 First Semester of Academic Year 2018**, 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 October 16, 2018 – December 7, 2018 and during January 4 – 31, 2019** (*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<sup>nd</sup>, 2019

**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 First Semester of Academic Year 2018 are required to notify your bank account number in URSA Online December 7<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 - Friday 08.30 – 17.00 hrs.	

For further information or any enquiries, please contact by email at [records\\_office@bu.ac.th](mailto:records_office@bu.ac.th)