

The Records Division has offered an online service to request for transcript and student-status certificate. Please follow the steps below:

1. Please make your request directly to **records_office@bu.ac.th** and indicate the following information,
 - 1.1) Indicate your First – Last Name and student ID. No. (Should you forget the ID., indicate the year you entered Bangkok University).
 - 1.2) Indicate the total number of transcript or student-status certificate you would like to obtain
 - 1.3) Identify document in Thai or English Language.
 - 1.4) Indicate the address you would like the Records Division to send.
2. Attach file -- photocopy of your Thai National ID Card or Passport with your signature certifying the accuracy of your document. In case you change your name, please attach file of Name-Change certificate with above document.
3. Describe your payment and attach file – evidence of your payment (e.g. receipt of your money transfers from the bank) with your signature certifying the accuracy of your document.

Method of payment can be made:

- Money transferred to “**Bangkok University**”
- Name of Bank: **Bangkok Bank**
- Branch Address: **Kluaynamthai Branch**
- Bank Address: 3797 Rama 4 Road, Phra Khanong, Khlong-toei, Bangkok 10110
- A/C number **117-3-02113-8**
- Type of Account: **Current Account**
- *SWIFT Code: **BKKBTHBK** (For International Transfer Money Only)¹

Information of Fees for transcript, student-status certificate and mailing service

Transcript

- | | |
|--|-------------------|
| - Transcript for Undergraduate degree/ diploma | 40 Baht per copy |
| - Transcript for Graduate degree | 100 Baht per copy |

Student-Status Certificate

- | | |
|--|------------------|
| - Student-Status Certificate for Undergraduate degree/ diploma | 20 Baht per copy |
| - Student-Status Certificate for Graduate degree | 50 Baht per copy |

Mail Service Fees (For BU Alumni only)

- | | |
|--|----------|
| - Mail Service (EMS) - Domestic | 40 Baht |
| - Mail Service (Registered Mail) - International | 300 Baht |

The University provides a postage delivery of academic documents to current students, free of charge, as from the Summer Session of the Academic Year 2019 until further notice, with reference to the Message from President of Bangkok University, dated April 20, 2020, on the Assistance Measures for Students and Parents under the Situation of the Spread of the Coronavirus Disease 2019 (COVID-19) Infection.

Fee Charge for International Transfer Money: (minimum 500 Baht, maximum 1,000 Baht per transaction) while the sender is transferring money from oversea.²

Note

1. To receive funds into Bangkok Bank account from overseas, the sending bank will need to know the receiving bank's SWIFT code. For more information, please visit Bangkok Bank's website at www.bangkokbank.com
2. Payment excluding bank charges on money transfers and foreign exchange rate, you will be responsible for the expenses. This will be deducted from the transferred amount into Bangkok University's account according to International Funds Transfer of Bangkok Bank. For more information, please visit Bangkok Bank's website at www.bangkokbank.com
3. Bangkok Bank will apply its Telegraphic Transfer Buying Rate to convert foreign currency funds transfers into baht before crediting the funds. Please check the foreign exchange rate during wire money transfer.