

Procedures of Request for Graduation at IIS-RU

Students who have completed all the requirements in the curriculum in their final semester, and expect to graduate, should follow these procedures:

Step 1

1. Contact the Educational Service Division at the Office of Undergraduate Studies IIS, 7th Floor, RU Printing Press and present the documents as follows:
 - 1.1 Copies all of tuition fee receipt (all semesters). In case, all receipts have been lost or destroyed, students must contact KLB, 1st Floor at ONE STOP SERVICE
 - 1.2 A copy of the main page of passport/Identity Card (ID card)
 - 1.3 A copy of the student ID card
 - 1.4 A copy of the educational equivalence certificate (This is a case for student who only submitted high school diploma to the Ministry of Education of Thailand for educational verification)
 - 1.5 A copy of grade checklist
 - 1.6 FIVE photographs – (2 inches) in graduation gown
 - 1.7 Four photographs – (2 inches) in student uniform
 - 1.8 Passport Translation (into Thai Language)

Remark: We recommend that student submit all required documents, as procedures of request for graduation is not possible until all documents have been received.

Step 2

Students who expect to complete graduation requirements in the current semester must follow these processes to complete the graduation registration, to request for the complete graduation certificate which will be approved by the university council, and to request for transcript of records.

1. Contact the Admission and Records Office Building at 1st Floor, Counter No. 4 in order to check the annual list of graduates which has been approved by the university council before requesting for graduation.
2. After the university council declared and approved the annual list of graduates, student must pay the graduation fees of 2,400 Baht at 1st Floor, The President Building. (The graduation fees are included 2,000 THB for Graduation Registration, 200 THB for the complete graduation certificate of the university council and 200 for Transcript of Records).
3. Submit the receipts of requesting for graduation registration and graduation certificate approved by the university council at the Counter No. 5 to request a graduation form of the graduation certificate of the university council.
4. Submit a completed graduation form with the following required documents:
 - 4.1 Student ID card
 - 4.2 Two 2-inch Photos in graduation gown: Please check the color of the gown as specified by each faculty or degree program.
 - 4.3 Receipt of the Fee for Graduation Certificate of the University Council.
5. Receive an appointment card to receive the Graduation Certificate of the University Council.
6. Submit a receipt of transcript of records at the Counter No. 3.
7. Keep your graduate registration fee receipt until the commencement day.

Note: Student must present the appointment card to receive all documents at all time.