



The Institute of International Studies
Ramkhamhaeng University
Undergraduate Student Graduation Application

Graduation Semester 1 2 Summer Academic Year.....

First Name Mr./Miss/Mrs..... Middle Name..... Last Name.....

Student ID No..... Program..... Major.....

Tel..... Personal Email..... IIS Email.....

Date of Birth..... Age..... Religion..... Nationality..... Country.....

Current Address..... Moo..... Soi..... Road.....

Sub-district..... District..... Province..... Zip code.....

Please complete the form including the course number and final grade result of your last semester.

No.	Courses No.	Credits	Final Grade Result
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

I hereby certify that the above information given are true and correct.

Student Signature.....

Date.....

<u>For Staff</u>
Date.....
Time.....
Signature.....



Required documents for graduation

1. A copy of the last tuition fee receipt
2. A copy of the citizen identification card (Thai) / a copy of the passport (non-Thai)
3. A copy of the student ID card
4. Thai translation of your personal full name (international students only)
5. A copy of the student grade checklist
6. Two photographs – (2 inches) in graduation gown
7. Two photographs – (2 inches) in student uniform

Note: In the case of international students who have completed all of the required courses, please contact the IIS-RU Office to cancel the visa within 15 days of the end of the semester.

**Request Form for The Institutional Certificate of Graduation**

Full Name Mr./Miss./Mrs. Student ID No.

Appointment date _____

Document Fee

Items	Copies	Fees (baht)
Thai version of institutional certificate of graduation (60 baht / copy)	1	60.-
English version of institutional certificate of graduation (60 baht / copy)	1	60.-
Total Amount	2	120.-

.....
(Finance and Accounting Subdivision)

Date

**Request Form for The Institutional Certificate of Graduation**

Full Name Mr./Miss./Mrs. Student ID No.

Appointment date _____

Document Fees

Items	Copies	Fees (baht)
Thai version of institutional certificate of graduation (60 baht / copy)	1	60.-
English version of institutional certificate of graduation (60 baht / copy)	1	60.-
Total Amount	2	120.-

.....
(Finance and Accounting Subdivision)

Date

Remark: The graduation process will be delayed if the educational equivalence certificate is not approved or name/surname and date of birth are incorrect. Students are required to contact Registration and Academic Records Subdivision.

The student must use this slip to collect the document and for future reference.



Procedures for Receiving Official Graduation Certificate and Transcript

1. Registration and Academic Records Subdivision will inform the students by email after Ramkhamhaeng University Council approves for graduation.

Please note: The Ramkhamhaeng University Council's approval for graduation will take approximately 45 working days after the semester's end date.

2. The graduation fee of **3,700. - Baht** must be paid at the Division of Finance, 1st floor, the President Building (OPB).
3. After paying the graduation fee, students must request an official graduation transcript and certificate from the Admission and Records Office (AOB) on the first floor, along with the following documents.
 - A copy of student ID card and a copy of the main page of the passport
 - Two 2-inch graduation gown photos
 - Receipt of the graduation fee

By signing below, I hereby acknowledge that I have read, fully understand **and expressly acknowledge** the Institute of International Studies - RU graduation procedures.

Student Signature.....Date.....

The student must use this slip to collect the document and for future reference.



Procedures for Receiving Official Graduation Certificate and Transcript

4. Registration and Academic Records Subdivision will inform the students by email after Ramkhamhaeng University Council approves for graduation.

Please note: The Ramkhamhaeng University Council's approval for graduation will take approximately 45 working days after the semester's end date.

5. The graduation fee of **3,700. - Baht** must be paid at the Division of Finance, 1st floor, the President Building (OPB).
6. After paying the graduation fee, students must request an official graduation transcript and certificate from the Admission and Records Office (AOB) on the first floor, along with the following documents.
 - A copy of student ID card and a copy of the main page of the passport
 - Two 2-inch graduation gown photos
 - Receipt of the graduation fee

By signing below, I hereby acknowledge that I have read, fully understand **and expressly acknowledge** the Institute of International Studies - RU graduation procedures.