



Payap University
Request for Graduation (Bachelor's Degree)

I Mr./Mrs./Miss.....
 Student Code Department ofFaculty of
 Credits registered.....Credits earned.....
 Cumulative GPA..... Total of credits transfer.....credits from
 Payap University by taking Payap University Entrance Exam and the previous student's code is
 Other universities (Please specify).....

1. Check the personal information in e-Registrar

- 1.1 name/surname (in Thai)
 correct not correct/document attached
- 1.2 name/surname (in English)
 correct not correct/document attached
- 1.3 date/month/year of birth
 correct not correct/document attached
- 1.4 place of birth
 correct not correct/document attached
- 1.5 school/university previously attended
 correct not correct/ document attached
- 1.6 Telephone number.....
 e-mail address..... Line.....
 Facebook.....

For the benefit of students, student information to contact students . If the Registrar This did not affect graduation.

2. Check education results from e-Registrar according to the program structure as follows:

- 2.1 Required Courses
 correct not correct (explain).....
- 2.2 Major Courses
 correct not correct (explain).....
- 2.3 Free Electives Courses
 correct not correct (explain).....
- 2.4 Minor Courses
 correct not correct (explain).....

3. Additional Acknowledgements and Agreements

3.1 I acknowledge that my graduation registration fee may be taken from my damage deposit being kept by Payap University; should the university fail to grant me permission to graduate for any reason this (graduation registration) fee will be returned to me in full.

3.2 I agree that any financial obligations or debts to the university may be deducted from funds remaining in my damage deposit after the deduction mentioned immediately above in item 3.1, and I acknowledge my responsibility to remit all additional outstanding debts without which Payap University will not propose my name for graduation.

3.3 If I am unable to complete the course within the semester for any reason this application shall immediately be null and void and I will submit a new form to apply for graduation in the following semester that I expect to graduate.

Signature.....
 (.....)
/...../.....

Students must proceed as follows:

1. Suggestion for advisor Advisor have to verify and sign your name all pages of student's graduation check.

- Program not completed.
Waiting for the results in Semester..... Academic Year.....
credits.....
- Wait for changing grade I,IP of..... In semester.....Academic year.....
Credits.....
- Program completed GPA..... credits earned.....

Signature.....
(.....)
...../...../.....

2. Head of Department's Comments

.....
.....

Signature.....
(.....)
...../...../.....

3. Dean's Comments

.....
.....

Signature

(.....)

...../...../.....

4. Financial Office

- No
- Student has debt.....bath.
Please do as follow.....
- Other.....

Signature

(.....)

...../...../.....

5. Library

- No
- Student has debt.....bath.
Please do as follow.....
- Other.....

Signature

(.....)

...../...../.....

6. Students' Record Office

- Students' Record Office has verified the data accuracy.

Signature

(.....)

...../...../.....

Remarks : 1. Student must complete this form and submit to Registration and Admissions Office.
2. Suggested practices for students expecting to graduate are attached.

Suggested Practices for Students Expecting to Graduate

1. Students must check the correctness of personal information from e-Registrar; namely first and last name both in Thai and English, date/month/year of birth, place of birth and the previous university before enrolling at Payap University. If any incorrect information is found, contact the Registration and Admission Office for changes.
2. If the information is correct, print it out, certify by signing your name, and attach the document with this form.
3. Students must check information in “GRADUATION CHECK” menu by selecting “PATTERN 1: DISPLAY PROGRAM STRUCTURE” from e-Registrar, print it out, certify by signing your name, and attach it to this form.
4. Students must key in the address for additional graduation news together with telephone number in the “STUDENT BIOGRAPHY” menu by selecting “CORRECT STUDENT BIOGRAPHY” menu. Key in all personal information completely. It will be kept in “Payap Graduate Records.”
5. Student must be checked debt balance by the Finance Office and submit all the documents at Graduation Qualification Unit Educational Documentation unit, Registration and Admission Office.
6. Student must verify the correctness of your personal data, the process provided by student record's office.
7. Students who have already submitted this form but cannot graduate in that particular semester must submit this form again when they expect to graduate.
8. Students who have already submitted this form but would like register again in the next semester must inform the Registration and Admission Office. Besides, they must submit the graduation form again in the particular semester they expect to graduate.
9. Students must submit the graduation form within the expected time.

Suggestion:

Students are required to check the correctness of their personal information on e-Registrar. If any incorrect information is found, they must inform the Registration and Admission Office for changes, especially the spelling of their first and last names which must be similar to those on their ID card or passport. Any correction cannot be made once Payap University Board of Trustees has already approved the graduates' list proposed by the Registration and Admission Office.

The Registration and Admission Office is going to issue the following documents approved by PYU Board of Trustees for those who have graduated:

1. One official transcript.
2. One certificate.

Remark:

1. For those who would like to receive the documents sent by post within Thailand, please contact Graduation Qualification Unit Educational Documentation Unit, Registration and Admission Office.
2. For those who would like to receive the documents sent overseas via airmail, please fill out the form available at Finance Office. (Postage: 150 THB/set)
3. Obligations or debts owed to the university include tuition, dorm fees, water and electricity bills, medical bills, library fines etc.