

After filling an application to graduate, if it is discovered the student still owes the university money, the student's name will not be considered for graduation.

Suggested Practices is on
the back page



PYU 0221/5/1/50

Payap University

**Data checking report in semester which enroll thesis
or written comprehensive examination
(For Graduate Student)**

I (Mr./Mrs./Miss).....

Student Code Number Plan.....

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

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

2.1 Core Courses/Others

correct not correct/information

2.2 Free Electives/Others

correct not correct/information

2.3 Free Electives/Thesis/Others

correct not correct/information

3. Check plan of study

3.1 Plan A, registered thesis on semester.....academic year.....

3.2 Plan B, taking comprehensive exam on semester.....academic year.....

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

Contact telephone number

E-mail address.....

Students must proceed as follows:

1. Advisor's Comments

- All correct information
- Others.....

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

2. Head of Department's Comments

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

3. Dean's Comments

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

4. Financial Office

- Student has debt.....baht.
Please do as follow.....

- Student has no debt and pay fee for receive graduation ceremony news for 20 Baht.

Receipt number.....

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

- Student has no debt and student is an international student cannot attend the graduation ceremony

5. Students' Record Office

- Student's photo taken

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

Suggested Practices

1. Students must check the correctness of personal information from e-Registrar ; namely, name and surname both in Thai and English, date, month , year of birth , place of birth and the previous school before enrolling at Payap University. If any incorrect information is found, print the document and contact the registration office for changes.
2. When the information is correct, print out with certify true copy and attach the document with this form.
3. Students must check information in “graduation check” menu by selecting “display program structure” from E-registrar and print it out. Certify it 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 “personal record” menu by selecting “personal record change” menu. Key in all personal information completely. It will be kept in “Payap Graduate Records”.
5. Students must pay “graduation information fee” at the financial office and submit all of the documents at the registration office, at teller # 2.
6. After paying at the financial office students must have photos taken at the registration office to be used when reporting to graduate. Moreover, students must pick up documents related to graduation.
(Student must ware with polite dress and do not ware ornaments such as earrings, chain.)

Note:

1. The spelling of your name & surname must be identical to your passport name.
2. Student will be received envelope about graduate ceremony with photos taken at the registration and Educational services office.

Registrar’s office to the transcript (Approval by Board of Trustees) for student who graduated following

1. Transcript 1 issue.
2. Certificate 1 issue.

Note:

1. Students who wish to submit evidence of the envelopes at home, please contact at channel 2
2. Case of international delivery to submit a petition to the finance office (paid 150 bath per set)
3. Obligations or debts owed to the university include tuition, dorm fees, water and electricity bills, medical bills, library fines etc.