

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 for students expecting to graduate are attached.



PYU 0221/5/40/49

**Payap University**

**Request for Graduation (Bachelor's Degree)**

Mr./Mrs./Miss.....

Student ID           Department.....

Minor Subject (if requested)..... Faculty.....

Credit Entry with Grade..... Credits

Credit Satisfy ..... Credits (Transferred credits included).

Approved transferred credits.....

from  Payap University

By taking Payap University Entrance Exam

Previous student ID.....

Other universities (Please specify).....

Cumulative GPA..... Major courses GPA.....

Minor courses GPA.....

I would like to graduate in Semester..... Academic Year.....

I have checked all of the information from e-Registrar as follows:

**1. All personal information from e-Registrar**

1.1 First Name/Last Name (in Thai)    1.2 First Name/Last Name (in English)

1.3 Date/Month/Year of birth    1.4 Place of birth

1.5 School/University previously attended

**2. Education results according to the program structure as follows:**

Required Courses

Correct     Incorrect (explain).....

Major Courses

Correct     Incorrect (explain).....

Free Elective Courses

Correct     Incorrect (explain).....

Minor Courses

Correct     Incorrect (explain).....

If I cannot graduate/complete the study program within this semester for whatever reasons, I must submit the request form again in the particular semester I expect to graduate.

Student's Signature.....

(Date).....

Telephone number.....E-mail address:.....

**Student must complete as follows:**

**1. Advisor**

Program not completed  
Waiting for the results in  
Semester..... Academic Year.....  
credits.....

Program completed GPA.....  
credits earned.....  
Signature.....  
(.....)  
(Date).....

**2. Finance Office**

- Outstanding debt  
 Yes.....baht     No
- (If no debt is found,) Finance Office received the fee related to the graduation news.....baht  
Receipt number.....  
Signature.....  
(.....)  
(Date).....

**3. Student Records Office**

Student's photo taken  
Signature.....  
(.....)  
(Date).....

**4. Student Graduation Office**

Already checked student's study program structure: Credits transferred.....  
Credits entered..... Credits passed.....  
GPAX..... GPAMJ.....  
GPA (Minor).....  
 Graduate (Bachelor's Degree)  
 Graduate (Associate Degree)  
 Will not graduate because of  
GPAX..... GPAXMJ.....  
GPAX (Minor)..... Other.....  
Signature.....  
(.....)  
(Date).....

## **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 Educational Services 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 pay “graduation information fee” at the Finance Office and submit all the documents at Window #2, Registration and Educational Services Office.
6. After paying at the Finance Office, students must have photos taken at the Registration and Educational Services Office to be used when reporting to graduate. Moreover, students must pick up documents related to graduation. (When coming to have their photos taken, students must dress politely and avoid wearing jewelry, such as earrings or chains.)
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 Educational Services 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; otherwise, they must pay a fine.

### **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 Educational Services 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 Educational Services Office.

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

1. Two official transcripts, one in Thai and the other in English
2. Two certificates, one in Thai and the other in English

### **Remark:**

1. For those who would like to receive the documents sent by post within Thailand, please contact Window #2, Registration and Educational Services 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.