

Announcement of the Registration Office  
Subject: Application for Graduation of Undergraduate Students  
Summer Session of the Academic Year 2018

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To ensure the smooth and orderly management of the application for graduation of Chiang Mai University undergraduate students as announced in the Academic Calendar for the Academic Year 2018 that should correspond to the goals and principles of the University Regulations, the Registration Office hereby announces the instructions as follows:

1. **Students who apply for graduation** must log on to the Registration Office's website at [www1.reg.cmu.ac.th/reg-expect](http://www1.reg.cmu.ac.th/reg-expect) to complete an online graduation application during 10 - 18 June 2019. **The students should check their information for accuracy** before submitting the application. Graduation application fee can be paid at a Bank by presenting the printed application to the bank. **Students must then bring the printed application form and the fee receipt** to take a photo at the Registration Office on the designated date.
2. **Schedule for submitting application and taking photo** is as follows:  
17 - 18 June 2019  
**Morning session 8.30 to 11.40 am., afternoon session 13.00 - 16.10 pm.**
3. **Application for Graduation**
  - 3.1 Students who have declared intention to receive a degree but could not complete a degree **must repeat the application process on the designated date and time in the semester in which students plan to graduate.** Students must complete an online graduation application via the Registration Office's website, print, present the printed application to make payment at a Bank (**Processing fees are charged only for the certificate of academic achievement and official transcript.**), and submit the printed application and the receipt to the Registration Office on the designated date and time.
  - 3.2 To complete the graduation application, each student must submit a graduation application both at his/her faculty and at the Registration Office.
4. **Graduation Application Fees** are as follows:
  - 4.1 Graduate registration fee: 1,500 Baht (**Students who have filed a graduation application and made payment for the fee will not be charged again.**)
  - 4.2 Fees for Certificate of Academic Achievement and official transcript (To be mailed via postal service). **For processing medical and professional licenses**, a copy number of Certificates of Academic Achievement is indicated by respective faculty.

5. Dress code for digital photo taking

Students must wear student's uniform with no hats, eyeglasses, or any kind of accessories. **Hair must be tidy, in natural color, and does not cover the eyes.** Male students are not allowed to have long hair. Beard or mustache must be shaved. **Students who do not follow the dress code will not be allowed for photo shoot.** Islam female student must wear black hijab. (Students can refer to the proper dress code at [www1.reg.cmu.ac.th/reg-expect](http://www1.reg.cmu.ac.th/reg-expect))

6. **Students who do not enroll in any courses but expect to graduate**, have to enroll for university services.

7. **Students expecting to graduate** can request for name change/name spelling correction at the Registration Office's Counter Service within the last day of respective semester. Otherwise, current name/spelling will appear on all graduation documents.

**For the proper management of the graduation application, students should submit their application at the Registration Office on the following timetable.**

Dates for Graduation Application	Faculty/College	
	8.30-11.40 am.	13.00-16.10 pm.
17 June 2019	Education, Fine Arts, Science, Dentistry, Nursing	Associated Medical Science, Business Administration, Architecture, Mass Communication, Arts, Media and Technology
18 June 2019	Humanities, Engineering, Pharmacy, Veterinary Medicine, Political Science and Public Administration	Agriculture, Social Sciences, Medicine, Agro-Industry, Economics, Law

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