GUIDELINES FOR APPLICATION-DOCUMENT SCANNING AND SUBMISSION

Please follow the guidelines to upload scanned documents for online application.

1. Documents must be scanned from the original documents in color, not from photocopied or faxed.
2. Make sure that the scanned copy is of high-quality. Any words and numbers on the document should be clear and readable (not blurry), and without any glare. Poor-quality documents can slow down the whole process, especially if the admission committees have to request an entirely new copy or reject your application.
3. Documents must be scanned with a flatbed scanner and should appear flat, without any visible folds or creases.
4. Digital photographs and scans from smartphone applications will not be accepted.
5. Scans from a photocopied, faxed and / or previously certified true document will not be accepted.
6. Documents must be scanned at the original size. If the document is larger than A4 then the document should be scanned in A4 sized portions without size reduction.
7. If a document has more than one page, all pages must be scanned in one file. Please ensure that you provide the complete set of the statements. Incomplete documents will not be accepted.
8. If a document has markings or text on both sides of the page e.g. a registration number on the back page, both sides must be scanned.
9. Scanned documents are only accepted in the following formats: .jpg or jpeg for facial photo and PDF for other documents. File size of any single document should not exceed 1 MB. File size of a portfolio (required by some programs) should not exceed 16 MB.
10. Successful applicants may be asked to submit the original version of scanned documents, especially, official results Certificate/Transcript and Graduation or Diploma Certificate of high school or those that are equivalent to Thailand's high school certificate. The University reserves the right to expel students who are unable to produce the original documents provided at application or the official Certificate/Transcript/Result slips.
11. Successful applicants must scan official transcript and high school graduation certificate or those that are equivalent to Thailand's high school certificate and upload through new student registration online system at www3.reg.cmu.ac.th/stdinfo/undergraduate/ during June 6 – 9, 2023.
12. Students who provide incorrect information or use false documents in any registration procedures will have their student status revoked. **Students who fail to register online as a new student within 10 business days following the new student registration date will be automatically disqualified.**
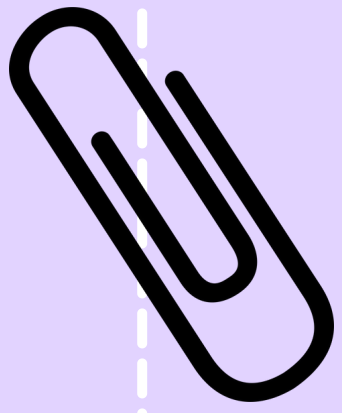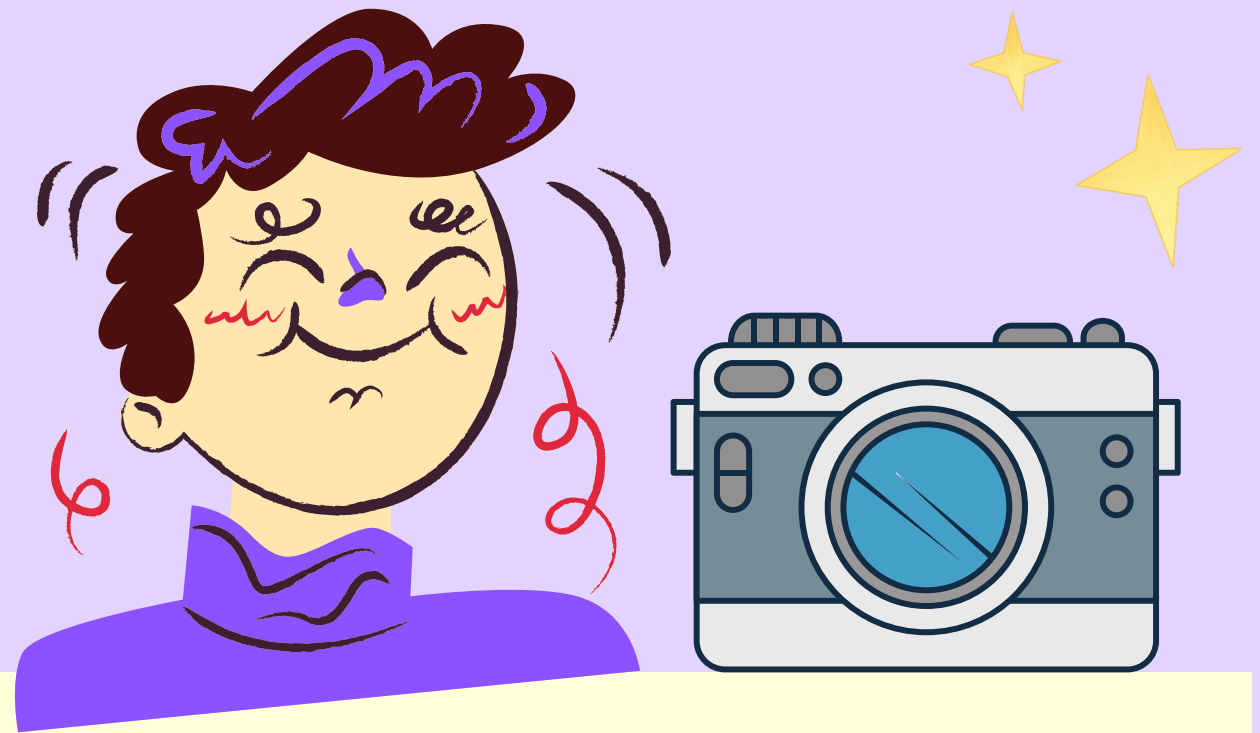
PHOTO REQUIREMENTS FOR ONLINE APPLICATION

Applicant will be asked to submit a facial photo for identification, please follow the guidelines strictly.

1.
The photo must be recent, taken **within the last 6 months** to reflect your current appearance.

2.
The size of the photo is **2 x 2 inches** (51 mm x 51 mm) in color, plain and light background. The size of head must be between 1 –1 3/8 inches (25 - 35 mm) from the bottom of the chin to the top of the head.
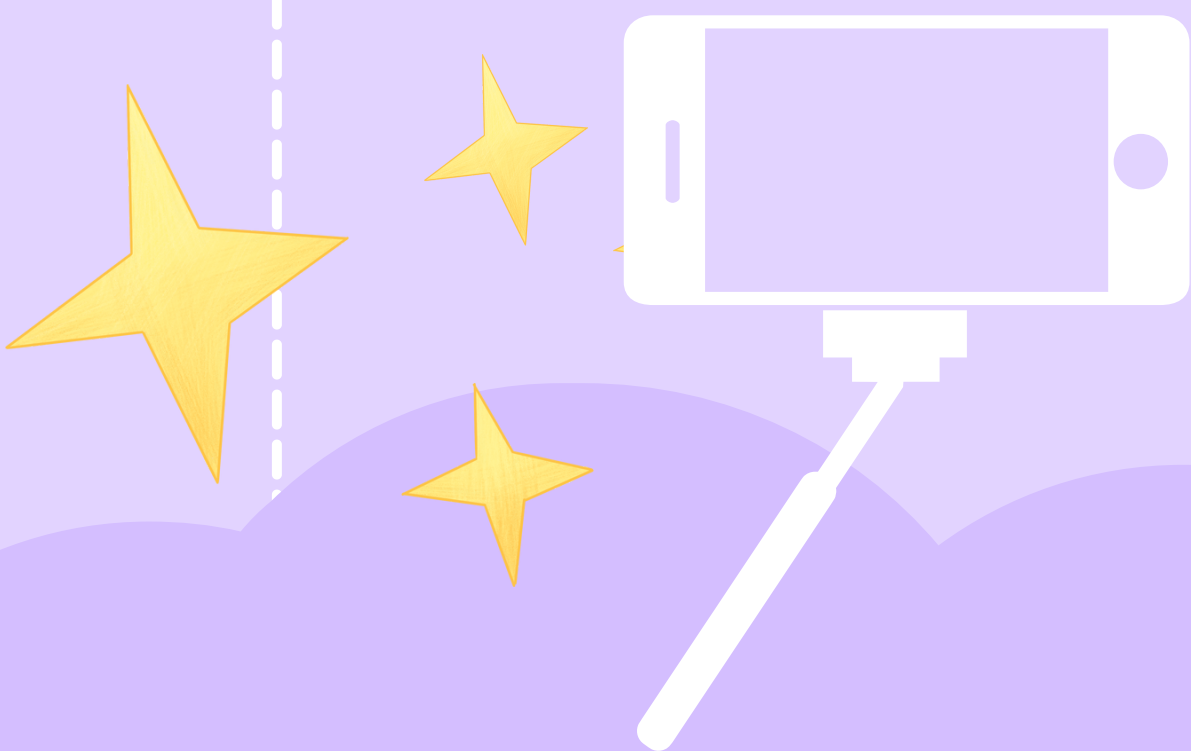
3.
The photo image must be saved in **JPEG format**, less than 125 kilobytes in file size, with dimension of 600 pixels by 600 pixels.

4.
The photo shows your **full face** with you looking directly at the camera, and with no hair across or covering your eyes/eyebrows. **No** glasses or sunglasses. **No** hats or head covering, unless you wear it daily for religious purposes.

5.
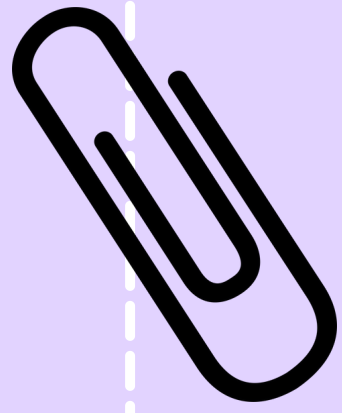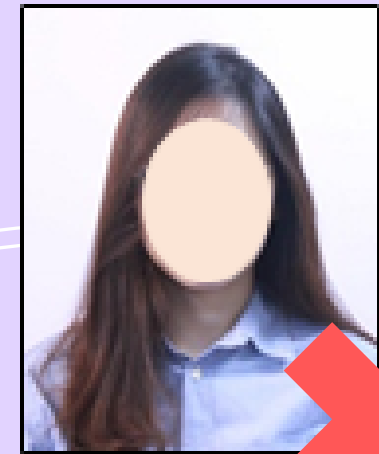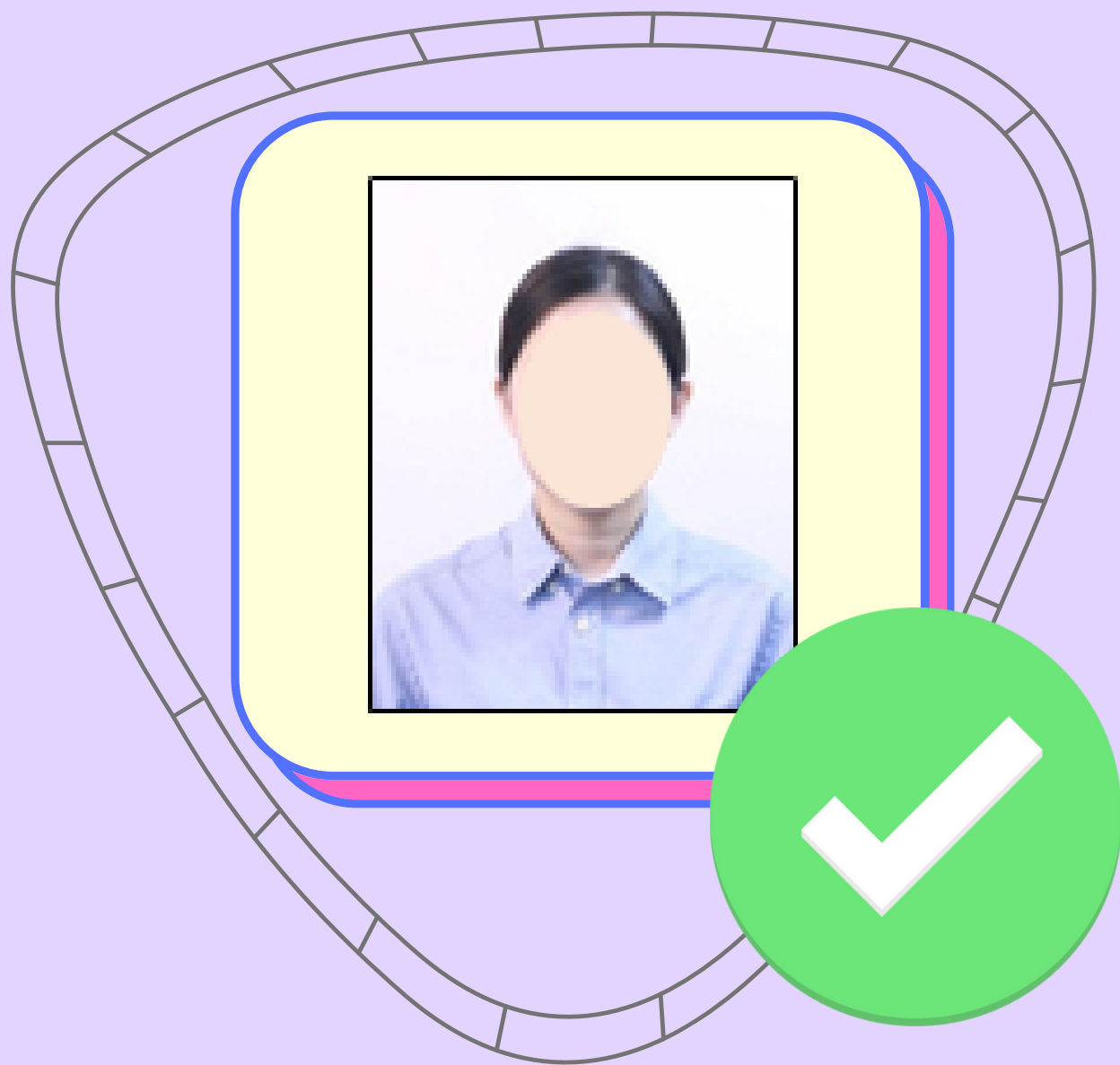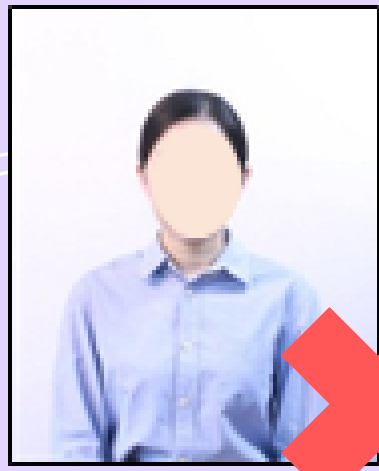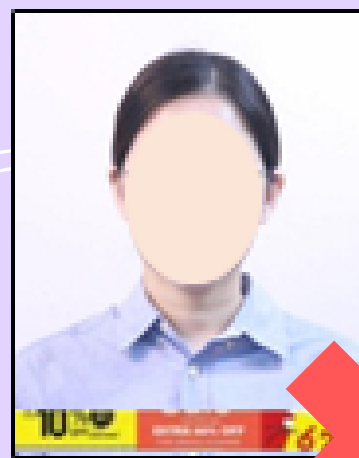Copied, digitally scanned or selfie photo will not be accepted.
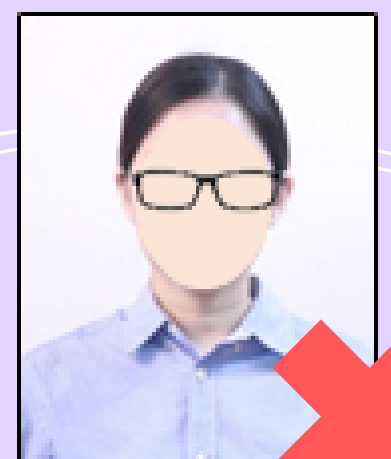
PHOTO REQUIREMENTS FOR ONLINE APPLICATION

The photograph should show your facial features clearly without the fringe covering part of your eyebrow/eye.
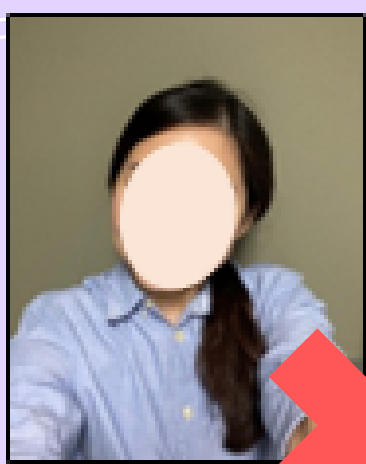
Your head should be at the center and occupy at least 50% of the length of the area of the photo.

The background of the photograph should be plain and light in color. Photographs cropped from candid photographs will not be accepted.

No glasses or sunglasses.

Selfies are not acceptable.

Due to certain image settings, some of the photos may be darken after they are uploaded. When this happens, please try one of the following:
    a) Open the original photo in Adobe Photoshop, go to file > Save for Web & Devices
        > Set the preset to JPG High
        > enable to Convert to sRGB option
        > Save and re-upload
    b) Take your photo using a different source and upload the new photo