Manual of the credit transfer from CMU credit bank system

1. Direct to https://www.reg.cmu.ac.th/webreg/en/ and select menu Credit Transfer.
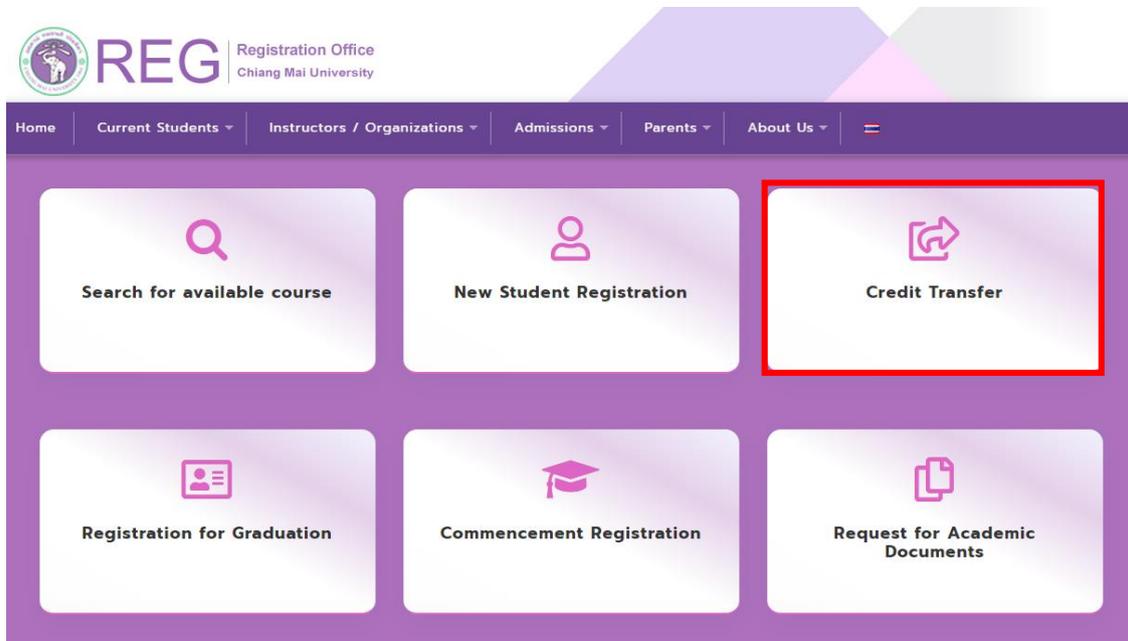
2. Select menu Credit Transfer from credit bank system.
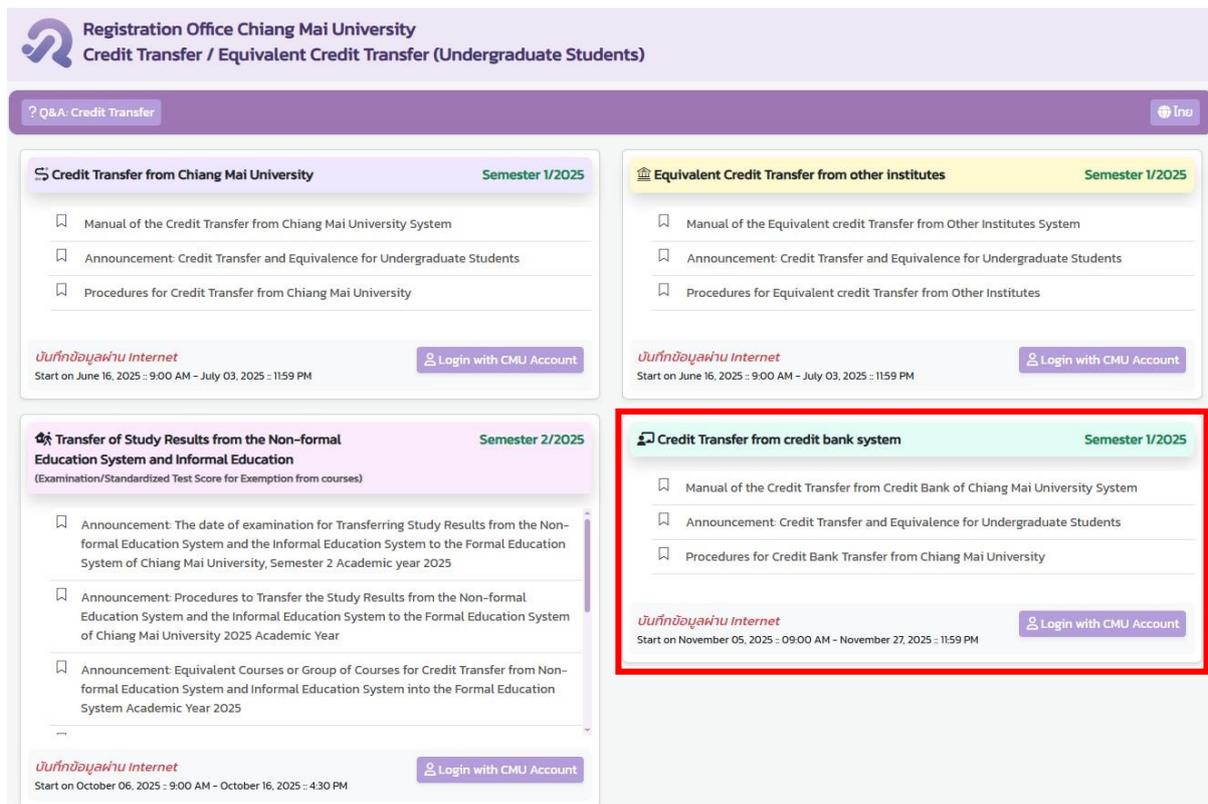
3. Log in with CMU account (@cmu.ac.th)

4. **Menu 1. Personal Information:**

1.1 Fill in or update the student's phone number and Click Save.

1.2 Select credit bank's student ID and click Save. (You can click Delete on the student ID if you would like to change/remove)

5. **Menu 2. Transfer Credit:** Select a course(s) transfer from credit bank and click confirm the information. (!! If click confirm, the information can't be changed)

Step 2. Transfer credit

Record	Course Code	Course Title	Credit	Grade	Cancel
1	259104	ENGINEERING DRAWING	3	B	
2	259106	WORKSHOP TECHNOLOGY	1	A	
3	261111	INTERNET AND ONLINE COMMUNITY	3	A	

☑ The information has been confirmed and cannot be changed. If you wish to transfer more credits, you may proceed in the next semester.

Select Student ID: [   ] 🔍 Search

Course taken at Chiang Mai University

Record	Semester/Academic Year	Course Code	Course Title	Credit	Grade	Confirm

Notes ... The grade level received must not be lower than C or S.

6. **Menu 3. Professor Approve:** wait/check approval status from the advisor.
(Student may receive the massage from the advisor. In this case, is not the approval from the advisor)

MENU   1. Personal Information   2. Transfer Credit   3. Professor Approve   4. Print Report/Faculty consideration   5. Questionnaire   6. Payment   7. Status

Step 3. Professor Approve

👤✓ Professor approved

>> Professor's opinion

Order	Opinion	Date	Click to be informed

>> Transfer credit

Record	Course Code	Course Title	Credit	Grade	Status Professor	Status Faculty
1	259104	ENGINEERING DRAWING	3	B	Approved	
2	259106	WORKSHOP TECHNOLOGY	1	A	Approved	
3	261111	INTERNET AND ONLINE COMMUNITY	3	A	Disapproved	

7. **Menu 4. Print Report/faculty consideration:** Print out the request form to the chairperson of the program for approval and submit the request form to the affiliated faculty.

MENU   1. Personal Information   2. Transfer Credit   3. Professor Approve   4. Print Report/Faculty consideration   5. Questionnaire   6. Payment   7. Status

Step 4. Print Report / Faculty consideration

1) Print Report

🖨 Print Report

Note:
Student has to submit a request to chairperson of the program administrative committee and submit a request to student's faculty.

2) Faculty Approved Status

>> Transfer credit

Record	Course Code	Course Title	Credit	Grade	Status Professor	Status Faculty
1	259104	ENGINEERING DRAWING	3	B	Approved	
2	259106	WORKSHOP TECHNOLOGY	1	A	Approved	
3	261111	INTERNET AND ONLINE COMMUNITY	3	A	Disapproved	

8. **Menu 4. Print Report/faculty consideration:** wait/check approval status from the faculty.

Step 4. **4.** ...t Report / Faculty consideration

1) Print Report

🖨 Print Report

Note:

Student has to submit a request to chairperson of the program administrative committee and submit a request to student's faculty.

2) Faculty Approved Status

👤✓ Faculty Approved

>> Transfer credit

Record	Course Code	Course Title	Credit	Grade	Status Professor	Status Faculty
1	259104	ENGINEERING DRAWING	3	B	Approved	Approved
2	259106	WORKSHOP TECHNOLOGY	1	A	Approved	Approved
3	261111	INTERNET AND ONLINE COMMUNITY	3	A	Disapproved	

9. **Menu 5. Questionnaire:** Fill in the questionnaire and click Save.

10. **Menu 6. Payment:** After the faculty approved, student will receive the confirm email for pay a fee by selecting from 4 methods: QR Code or Credit Card or Alipay or WeChat (1,000 baht)

11. Upload slip of payment.

12. **Menu 7. Status:** Student check the status of credit transfer on the system.

Updated: 7 November 2025