



# Office of the Registrar

## CHULALONGKORN UNIVERSITY

### List of Required Documents for Enrollment (Graduate Level)

During the enrollment, students must submit all required documents. All documents must be scanned, and each document must be saved in a separate file. Scanned files can be saved under any file name, but must be in .jpg format. Those files must be later uploaded into the server for online enrollment at <https://www.reg.chula.ac.th>. The required documents are:

1. **One 2-inch-sized student colored photo (with white background)**. The photo must not be older than six months. The subject must face directly into the camera with neutral expression and avoid smiling and should dress in polite attire (plain shirt with collar) or a civil servant uniform or a graduation gown of Chulalongkorn University (graduation gown of other institutions are not allowed)

2. Thai students: **National ID card** or **Government/State Enterprise Employee ID Card (front side)**  
Foreign students: **Passport (photo page)**

3. **House's registration document** (for Thai students only)

4. **Academic document** from the education level which comply with the level of the course applied.

a. Transcript with date of graduation, or a certificate of academic achievement, or a degree certificate.

b. For those who have completed their studies but are awaiting for the official academic document, the submission of the document can be postponed temporarily during the uploading process at the online enrollment website. The official document with date of graduation must be submitted and uploaded later within 30 days after the last date of online enrollment otherwise students will be considered disqualified.

5. **Certificate of title, name, or last name change or certificate of marriage** (only when current name differs from the name shown on the academic document in No.4 or from the name shown on the list of successful candidates)

\* Students should upload all required documents and complete New Student Survey (CR19) and New Student Profile (CR20) in the website in order to complete the online enrollment process.

\* The online enrollment must be done during July 13 – 19, 2018 or else students will subject to late enrollment fees according to the University's announcement.

\* Students must check results of document submission during July 23 – 26, 2018 in order to proceed with student card issuance.

\* For further information, please call 02-218-0006-7 or visit <https://www.reg.chula.ac.th> under "Schedule for New Students"