



## Mae Fah Luang University's Announcement

**Subject :** Schedule and Procedures of Request for Graduation for Students  
Who Expect to Graduate in the First Semester, Academic Year 2025  
Postgraduate Degree

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In order to ensure a smooth process of graduation request for students who expect to graduate and have completed program requirements in the First Semester, Academic Year 2025, Mae Fah Luang University hereby invokes the authority under Section 10 of Mae Fah Luang University's Rules for Bachelor's Degree Education, B.E. 2565 and declares the schedule and procedures as follows:

1.1 Students can request for graduation from Monday, 18<sup>th</sup> August - Thursday, 4<sup>th</sup> December 2025.

1.2 Master of Business Administration program, students can request for graduation from Monday, 18<sup>th</sup> August 2025 - Friday, 30<sup>th</sup> January 2026.

### 2. Eligibility

2.1 Students must be studying in their final semester of enrollment and expect to graduate in the First Semester, Academic Year 2025.

2.2 Students must not owe any debts to the University.

### 3. Procedures for Graduation Request

Students who meet the eligibility requirements stated in No. 2 shall thoroughly complete all the following procedures.

3.1 Students shall prepare a photograph in graduation gown with the following requirements:

3.1.1 The photograph file should be under 200 kb.

3.1.2 The photograph file should be .jpeg format only.

3.1.3 The photograph file should be named with the student ID number.

3.2 Students shall log in through <https://reg.mfu.ac.th> and select the menu "Graduation Check."

3.3 Students shall check their registration by program requirements before pressing the "Graduate Request" button.

3.4 Students shall fill out and check accuracy of the following information:

3.4.1 The personal information such as a spelling of name, surname in both Thai and English languages, a national ID number or passport number and date of birth.

3.4.2 An address according to the home registration.

/3.4.3 In case...

3.4.3 In case of the changes of name or surname in both English and Thai languages, students shall bring the certificate of personal name change to the Registrar Division as soon as possible.

3.5 Students shall upload the photograph onto the Graduation Request System.

3.6 Students can request the graduation documents after they have been approved to graduate by the University Council.

#### 4. Graduation Registration Fee Payment

4.1 Students can pay the graduation registration fee through the following channels:

4.1.1 Payment at the Bangkok Bank Counters with a service fee of 10 baht.

4.1.2 Payment via mobile banking application of the bank specified in the invoice with a service fee.

4.1.3 Payment via credit card with a fee at 2.5% include VAT.

4.1.4 Payment at the Division of Finance and Accounting, the AD2 Building.

4.2 In case that students have already paid the graduation registration fee. No further payment is required for that charge.

#### 5. Graduation

5.1 Students must have requested for graduation via the Graduation Request System in the First Semester, Academic Year 2025.

5.2 In case that students have requested for graduation but they are unable to graduate in the First Semester, Academic Year 2025, students must request for graduation again in the next semester that they expect to graduate within the period specified by the University.

5.3 Students, who expect to graduate but do not request for graduation within the period specified by the University, will not be approved to graduate. The said students, therefore, are required to maintain their student status in the next semester.

Please be informed and comply with this Notification accordingly.

Announced for your information on 4 of August, 2025



(Asst. Prof. Dr.Korakot Chansareewittaya)

Assistant to the President acting on behalf

of President of Mae Fah Luang University

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