

Online System : Graduation Request

1. Go to <https://reg.mfu.ac.th> and select the icon "Graduate Request System"

The screenshot shows the website for the Division of Registrar at Mae Fah Luang University. The header includes the university logo and the text "มหาวิทยาลัยแม่ฟ้าหลวง" and "Welcome to Division of Registrar". The main content area features a banner for "The Division of Registrar" with a "FACEBOOK FANPAGE" link and the email "Registrar@MFU". Below the banner are several service icons: "Requesting Academic Document Online", "Graduate Request System", "Room Booking Online", "Rules and Regulations", "Academic Calendar", "Student Statistics", "Admissions", and "Educational Guidelines". A red thought bubble with the word "CLICK" is overlaid on the "Graduate Request System" icon.

2. Log in to the system using the same username and password as when you logged into your own account from <https://reg.mfu.ac.th>.

 ระบบยื่นคำร้องขอสำเร็จการศึกษาออนไลน์
Graduate Request System
© Mae Fah Luang University

 [เข้าสู่ระบบ / Log In](#)
Please Enter Your Username and Password

User Name / Password
ใช้เหมือนกับระบบ Registrar (Reg.mfu.ac.th)

User Name / Password
use the same as the registration system

[Log in](#)

[คู่มือการใช้งาน / User Manual](#)
ตัวอย่างรูปชุดครุย

© 2017 - Powered by Center for Information Technology Services Mae Fah Luang University 333 ม.1 ต.ท่าสุต อ.เมืองเชียงใหม่ จ.เชียงใหม่ 57100 โทร.05391 6433, 05391 6546-7 แฟกซ์: 05391 6375 Email: reg@mfu.ac.th

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3. Click "Re-submit Request for For Graduation" (See the picture).

The screenshot displays the 'Graduate Request System' interface. At the top, there is a purple header bar with the text 'Graduate Request System' on the left and 'Welcome 5951203042 WIRASIT POKK' and 'Logout' on the right. Below the header, the main content area is titled 'Request History'. On the right side of this area, a blue button labeled 'Re-submit Request form For Graduation' is circled in red. Below the button, there is a table with columns: 'ACADYEAR', 'SEMESTER', 'Request form for Graduation', 'Invoice payment', and 'DOCUMENT STATUS'. The table has a header row and a data row with 'Description' and 'QTY' columns. Below the table, there is a 'Note' section with a purple header and a white body. At the bottom of the page, there is a footer with copyright information, contact details, and social media icons.

Graduate Request System

Welcome 5951203042 WIRASIT POKK
Logout

Request History

Re-submit Request form For Graduation

ACADYEAR	SEMESTER	Request form for Graduation	Invoice payment	DOCUMENT STATUS
		Description		QTY

Note

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4. **Check to ensure** that your name, surname, passport number, date of birth, ethnicity, and nationality are all correct. **In case of any mistakes**, print out a copy of the graduation request form, **correct the mistake(s) with blue ink and sign your name** next to each correction. Then submit the form to the Division of Registrar for correction in the System.

The screenshot displays the 'Graduate Request System' interface. At the top, there is a navigation bar with the system name and a 'Logout' button. Below this is a progress indicator with four steps: 1. Verify Data (active), 2. Fill Address, 3. Check Grade Results, and 4. Document Request. The main content area is titled 'ตรวจสอบข้อมูล / Verify Data' and contains a table of user information in Thai and English.

Field (Thai)	Value (Thai)	Field (English)	Value (English)
ชื่อ - นามสกุล	MISS HUILLI	Name - Surname	MISS HUILLI
รหัสประจำตัวนักศึกษา	557 1105 534	Student Code	557 1105 534
เลขประจำตัวประชาชน	061009093	Identification Number	061009093
วัน/เดือน/ปีเกิด	30/07/2529	Date of Birth	30/07/1986
เชื้อชาติ	Chinese	Race	Chinese
สัญชาติ	Chinese	Nationality	Chinese
ศาสนา	-	Religion	-
ชื่อปริญญา	ปรัชญาดุษฎีบัณฑิต สาขาวิชาวิทยาศาสตร์ชีวภาพ	Degree	Doctor of Philosophy Program in Biosciences
วิชาเอก	-	Major	-
ระดับ	ปริญญาเอก	Student Level	Graduate
สำนักวิชา	วิทยาศาสตร์	School of	Science
สาขาวิชา	วิทยาศาสตร์ชีวภาพ	Program	Biosciences

Please ensure that your name and surname are spelled exactly as they are on your passport.

5. After a thorough check, click **“Next”** to proceed to enter your address.

Graduate Request System Welcome 557110
Logout

สัญชาติ : Chinese	Nationality : Chinese
ศาสนา : -	Religion : -
ชื่อปริญญา : ปรัชญาดุษฎีบัณฑิต สาขาวิชาวิทยาศาสตร์ชีวภาพ	Degree : Doctor of Philosophy Program in Biosciences
วิชาเอก : -	Major : -
ระดับ : ปริญญาเอก	Student Level : Graduate
สำนักวิชา : วิทยาศาสตร์	School of : Science
สาขาวิชา : วิทยาศาสตร์ชีวภาพ	Program : Biosciences

ยื่นขอสำเร็จการศึกษา ภาคการศึกษา / ปีการศึกษา	Submit for Graduation Request in Semester/Academic Year
2/2560	2/2017

Note

Please check name-surname, passport number, date/month/ year of birth.
Especially, for foreign students and those students who will study abroad, please check the accuracy of name-surname to match corresponding information found in the passport. If there is a mistake, request
If the data and record are incorrect, after print the form please correct each corresponding point by blue ink pen along with your signature.

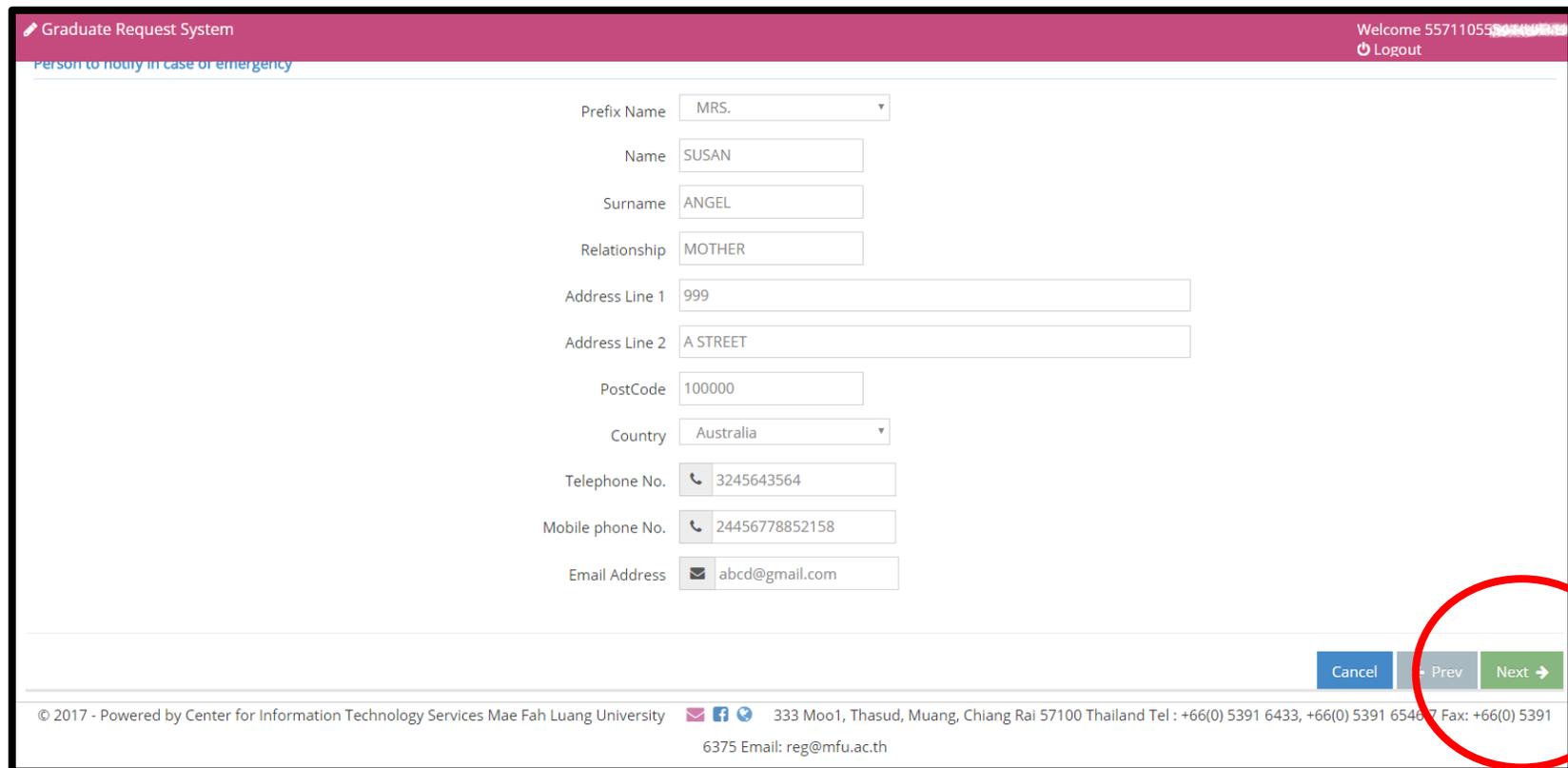
[Cancel](#) [← prev](#) [Next →](#)

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6. Enter all addresses and information required.

- Your current address, where you can be reached:
- Your address after your graduation; and
- An emergency contact person in case you cannot be reached.

After entering all the required information, click **"Next"** to re-check your study results and upload a photograph of yourself in a graduation gown.



The screenshot shows a web form titled "Graduate Request System" with a header bar containing "Welcome 55711055" and a "Logout" link. The form is for entering emergency contact information, with the title "Person to notify in case of emergency" in blue. The form fields are as follows:

Prefix Name	MRS.
Name	SUSAN
Surname	ANGEL
Relationship	MOTHER
Address Line 1	999
Address Line 2	A STREET
PostCode	100000
Country	Australia
Telephone No.	3245643564
Mobile phone No.	24456778852158
Email Address	abcd@gmail.com

At the bottom right of the form, there are three buttons: "Cancel", "Prev", and "Next". The "Next" button is highlighted with a red circle. Below the form, the footer contains the following text: "© 2017 - Powered by Center for Information Technology Services Mae Fah Luang University 333 Moo1, Thasud, Muang, Chiang Rai 57100 Thailand Tel : +66(0) 5391 6433, +66(0) 5391 6546 Fax: +66(0) 5391 6375 Email: reg@mfu.ac.th".

7. Re-check the courses in which you enrolled and your corresponding results.

Graduate Request System
Welcome 5571105984 [Logout](#)

Check Grade Results

SEMESTER	COURSE CODE	COURSE NAME	CREDIT	GRADE	GPA
2/2555	1100981	Seminar 1	0	S	0
2/2555	1100992	Dissertation	6	S	0
1/2556	1100982	Seminar 2	0	S	0
1/2556	1100992	Dissertation	9	S	0
2/2556	1100992	Dissertation	9	S	0
1/2557	1100992	Dissertation	9	S	0
2/2557	1100992	Dissertation	9	S	0
1/2558	1100992	Dissertation	9	S	0
2/2558	1100992	Dissertation	6	S	0
1/2559	1100992	Dissertation	6	S	0
2/2559	1100992	Dissertation	6	S	0
1/2560	1100992	Dissertation	3	P	0
2/2560	1100992	Dissertation	3	X	0

8. Click “choose file” to upload the photo, a **1x1.5-inch** photograph of yourself in a graduation gown (See picture).

Image upload conditions:

- File size: maximum 200 KB
- File type: JPEG image (.jpg) only
- File name: Student ID number e.g. 5631006xxx.

The screenshot shows the Graduate Request System interface. At the top, there is a header with the system name and a user welcome message. Below the header is a table with columns for student ID, program, and status. The table contains several rows of data. Below the table is a section titled 'Upload a graduation gown' with an 'Info' icon and two instructions: '1. Image size : 1 x 1.5 inch (file size does not exceed 200 KB, file type is JPEG(.jpg) only)' and '2. Set Student ID as filename, e.g. 5631006xxx.jpg Example graduation gown'. A 'Choose file' button is highlighted with a red circle. At the bottom right, there are 'Cancel', 'Prev', and 'Next' buttons. The footer contains copyright information and contact details for Mae Fah Luang University.

Student ID	Program	Status
2/2557	Dissertation	S
1/2558	Dissertation	S
2/2558	Dissertation	S
1/2559	Dissertation	S
2/2559	Dissertation	S
1/2560	Dissertation	P
2/2560	Dissertation	X

Upload a graduation gown

Info

1. Image size : 1 x 1.5 inch (file size does not exceed 200 KB, file type is JPEG(.jpg) only)
2. Set Student ID as filename, e.g. 5631006xxx.jpg Example graduation gown

Choose file

Cancel Prev Next

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9. After choosing an image file, the button "Upload" will appear. Click "Upload", and when the message "Image upload completed" appears, click "Next" to proceed to request graduation documents.

Graduate Request System Welcome 5571105XXXXX
Logout

2/2557	1100992	Dissertation	9	S	0
1/2558	1100992	Dissertation	9	S	0
2/2558	1100992	Dissertation	6	S	0
1/2559	1100992	Dissertation	6	S	0
2/2559	1100992	Dissertation	6	S	0
1/2560	1100992	Dissertation	3	P	0
2/2560	1100992	Dissertation	3	X	0

Upload a graduation gown

Info

1. Image size : 1 x 1.5 inch (file size does not exceed 200 KB, file type is JPEG(.jpg) only)
2. Set Student ID as filename, e.g. 5631006XXXX.jpg Example graduation gown

5571105XXX.jpg

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10. Choose **Request academic documents (for graduation)**. The system will show 4 items. After choosing the document(s), click **“Calculate”** and the system will show you the fees you need to pay. (Should you need any other academic document, please submit your request for academic documents on-line **AFTER** your graduation request has been approved.)

Graduate Request System Welcome 595400010, ADMINAGH-MUMKEL
Logout

[ตรวจสอบข้อมูล](#) [กรอกข้อมูลที่อยู่](#) [ตรวจสอบผลการศึกษา](#) [ขอหนังสือสำคัญ](#)
Verify Data Fill Address Check Grade Results Document Request

Document Request

เลือกเอกสาร / Choose Document

Document	Quantity	Prices
<input checked="" type="checkbox"/> Transcript of records(Completed) (ใบแสดงผลการศึกษา ภาษาอังกฤษ)	1	50 Bath.
<input checked="" type="checkbox"/> Transcript of records(Completed) (Thai) (ใบแสดงผลการศึกษา ภาษาไทย)	1	50 Bath.
<input checked="" type="checkbox"/> Certificate of academic degree (Completion) (Thai) (หนังสือรับรองคุณวุฒิ ภาษาไทย)	1	50 Bath.
<input checked="" type="checkbox"/> Certificate of academic degree (Completion) (English) (หนังสือรับรองคุณวุฒิ ภาษาอังกฤษ)	1	50 Bath.

Calculate

“The Division of Registrar will mail the academic documents (complete version) after about 2 months when the last grade show in the system.”

Please Choose Receive Type

[Cancel](#) [← Prev](#) [Last →](#)

After entering your address, click **“Confirm”**. The system will show your name, surname and mailing address for you to re-check and re-confirm.

Graduate Request System Welcome **XXXXXXXXXXXXXXXXXXXX**
Logout

ด้วยตัวเอง / Be taken by the applicant.
 ทางไปรษณีย์ / Be mailed by post.

ในประเทศ / Domestic ต่างประเทศ / Oversea

First name - Last name:

Address Line1(House No. Village No. Village Name)

Address Line 2(Lane Road)

Country

Post Code

Mobile phone No.

Delivery format

Fee Rate for Mailing by Post Oversea :
1.Register 1,000 Baht.
2.EMS (Calculate by Zone of Country) [Click](#)

มอบฉันพะ / Be given to the person authorized.

Confirm

Click "Finish". The system will show a message asking whether you want to print out the form (See picture). Click "OK" to print.

The screenshot displays the 'Graduate Request System' interface. At the top left, the title 'Graduate Request System' is visible. On the top right, there is a 'Welcome' message and a 'Logout' button. The main content area is divided into two sections: 'ทางไปรษณีย์ / Be mailed by post.' and 'มอบให้แก่ / Be given to the person authorized.'. The 'ทางไปรษณีย์' section is active and contains a sub-section for 'ในประเทศ / Domestic'. Below this, there are several input fields for recipient information: 'First name - Last name Receiver' (SUSAN), 'Address Line1(House No. Village No. Village Name)' (999 ABC Village), 'Address Line 2(Lane Road)' (BBB STREET), 'Country' (Australia), 'Post Code' (1000000), 'Mobile phone No.' (2654654678), and 'Delivery format' (Register). A 'Fee Rate for Mailing by Post Oversea' section is also present, listing '1.Register 1,000 Baht.' and '2.EMS (Calculate by Zone of Country) Click'. A central pop-up message box contains the text: 'The process of Graduate Request System is complete, please follow the steps below: 1. Print statement to pay fee. 2. Print the Request Form for Graduation to submit at the Division of Registrar.' with an 'OK' button. At the bottom center, a blue 'Finish' button is circled in red.

12. Choose the document(s) to print out: a "Request form for Graduation" and a "Invoice payment".

Graduate Request System Welcome 5051090356.DAMPENWAKAM
Logout

Request History

ACADYEAR	SEMESTER	Request form for Graduation	Invoice payment	DOCUMENT STATUS
2560	2	Print Form	Print the invoice payment	SEND REQUEST

Description	QTY
304: Certificate of academic degree completion (English)	1
103: Transcript of records (completed)	1

Note
*** You have paid for graduation submission

After completing the on-line request submission process, do the following

1. Print out your graduation request form and submit it to the Division of Registrar.
 - Submit the form in person at the Division of Registrar or
 - Submit the form by post address the mail to

**To Head of the Division of Registrar
Mae Fah Luang University
Tambon Tasud, Muang District
Chiang Rai
57100
(Request Form for Graduate)**

Example of Request form for Graduation



Request Form for Graduation
Division of Registrar, Mae Fah Luang University

595 1 000 000
Division of Registrar
Doc. No. 1539 / 2 -60
Date 27 February 2018
Receiver.....

Subject: Request for Graduation
To: The Head of the Registrar's Division

My name is Ms. Paletta Wongsu
Student ID 595.1000.000 . Program in English for Professional Development
School of Liberal Arts . I would like to request graduation with a
Master of Arts (English for Professional Development)
in second semester , academic year 2017.

Name – Surname : MS. PALETTA WONGSU
School of : Liberal Arts
Program in : English for Professional Development
Passport Number : G08615
Date/Month/Year of Birth : 15 August 1986
Nationality : Bhutanese
Religion : Buddhism
Contact Number : 0942916870

I have already inputted and rechecked my information on the online graduation request form.
I certify that the information is accurate and complete; therefore, I hereunder sign as evidence.

Signature.....Student
(Ms. Paletta Wongsu)

⇒ Please check name-surname, passport number, date/month/ year of birth. Especially, for foreign students and those students who will study abroad, please check the accuracy of name-surname to match corresponding information found in the passport.

⇒ If the data and record are incorrect, please correct each corresponding point by blue ink pen along with your signature.

⇒ If a student has a debt owed to the university, please proceed with the payment; otherwise, student will not be offered to the list of approved graduates.

⇒ To submit this request, you can submit the form in person at the Division of Registrar or send by post, please address the mail to Head of the Division of Registrar, Mae Fah Luang University, Tambon Tasud, Muang District, Chiang Rai 57100 (Request Form for Graduate)

2. Print out the bill and pay the academic document fee and the graduation registration fee (the graduation registration fee only for graduate students) at:

- Bangkok Bank Public Company Limited (any branch countrywide).
- Division of Registrar during 08.00 a.m. – 02.30 p.m. (excluding holidays)
- Division of Finance and Accounting during 08.00 a.m. – 03.30 p.m. (excluding holidays)

Example of Invoice payment



MAE FAH LUANG UNIVERSITY
333 Moo1, Thasud, Muang, Chiang Rai 57100 Thailand
Tel : +66(0) 5391 6433, +66(0) 5391 6546-7
Fax: +66(0) 5391 6375 Email: reg@mfu.ac.th

(FOR STUDENT)
Date: 19/03/2017
Group Doc: 01

Statement Of Student Account

MISS KANDANA SUNANTA	Academic year	2 / 2559
135/5 7 -	Identification No./Passport No.	1579900256421
นางกานดาสุณานตา	Student Code	5431007008
CHIANG RAI 57130	School	Sinology
	Program	Business Chinese

No.	Detail	Number	Amount(Baht)
1	3004 Transcript of records (completed) (Thai)	2	100
2	3001 Certificate of academic degree completion (Thai)	1	50
Total		3	150

Payment Due Date01/01/0001..... Before 03.30 P.M. Financial's Signature.....
Remark: Date.....
 - Please verify the information before payment.
 - Please keep this document as proof of payment.



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(FOR BANK)
PAYMENT OF STUDENT ACCOUNT

BANGKOK BANK	BRANCH NO.0672	FEE 10.-	SERVICE CODE : MFLU1 Student Name นางสาวกานดาสุณานตา Ref.No.1 543100700801
Division of Registrar	Before 02.30 P.M.	FEE 0.-	
Division of Finance and Accounting	Before 03.30 P.M.	FEE 0.-	

Payment Due Date01/01/0001.....Before 03.30 P.M.

Bank Use Only	
Amount in Numbers 150.00	Received By
Amount in Words (หนึ่งร้อยห้าสิบบาทถ้วน)	Authorized By



41070597630154310070080115000

(Remark : The bank fee is not included in the amount of money above.)
 The procedure is complete only when the university has received your money transfer.