

## Announcement of the Registration Office

### Subject: Registration for Graduation of Undergraduate Students Second Semester of the 2023 Academic Year

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To ensure the smoothness and orderliness of the registration for graduation of Chiang Mai University undergraduate students as announced in the Academic Calendar 2023 that corresponds to the University Regulations as well as the University's approval of extension of the registration for graduation period, the Registration Office hereby announces the instructions as follows:

**1. Students register online for graduation** at [www1.reg.cmu.ac.th/reg-grad](http://www1.reg.cmu.ac.th/reg-grad) from Monday, November 20<sup>th</sup>, 2023 9 A.M. to Friday, December 1<sup>st</sup>, 2023 11 P.M.

**Student Information must be complete and accurate** before confirming the registration.

**2. To register for graduation**, students must enroll either in courses or for university services.

**3. Graduation registration fee payment**

Mobile banking using QR code via any Thai bank's mobile apps.

**4. Students who previously registered for graduation but could not complete the requirements must repeat the registration process in the semester that students expect to graduate within the schedule specified in this announcement.**

**5. Graduation registration fees**

5.1 Graduation registration fee: 1,500 Baht. **This item is charged only once. Students who repeat the graduation registration process will not pay** for this item.

5.2 Fees for Degree Certification and official transcript to be mailed via postal service.

For **medical or professional license application**, the number of copies for Degree Certification is indicated by students' respective faculty.

**6. Foreign students must upload a PDF file of the passport page with photo and personal information.**

**7. Notification of name – last name change for students registered for graduation**

Proceed on the Registration Systems in the menu "Update personal information" at <https://www1.reg.cmu.ac.th/webreg/undergraduate>

The notification of name-last name change must be completed before the semester's last day of class (Friday, March 8<sup>th</sup>, 2024). Otherwise the name shown on all academic documents will remain unchanged.

8. Following the registration process, graduation will be verified by respective faculty.

Announced for public acknowledgement.

On October 27<sup>th</sup>, 2023

*Phrut S.*

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Director of the Registration Office