



**The Institute of International Studies**  
**Ramkhamhaeng University**  
**Undergraduate Student Graduation Application**

**Graduation Semester**     1     2     Summer    **Academic Year**.....

First Name Mr./Miss/Mrs. .... Middle Name ..... Last Name .....

Student ID No. .... Program ..... Major .....

Tel. .... Personal Email ..... IIS Email .....

Date of Birth ..... Age ..... Religion ..... Nationality ..... Country .....

Current Address ..... Moo ..... Soi ..... Road .....

Sub-district ..... District ..... Province ..... Zip code .....

**Please complete the form including the course number and final grade result of your last semester.**

No.	Courses No.	Credits	Final Grade Result
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

I hereby certify that the above information given are true and correct.

Student Signature .....

Date .....

<b><u>For Staff</u></b>
<b>Date</b> .....
<b>Time</b> .....
<b>Signature</b> .....



### **Required documents for graduation**

1.  A copy of the last tuition fee receipt
2.  A copy of the citizen identification card (Thai) / a copy of the passport (non-Thai)
3.  A copy of the student ID card
4.  Thai translation of your personal full name (international students only)
5.  A copy of the student grade checklist
6.  Two photographs – (2 inches) in graduation gown
7.  Two photographs – (2 inches) in student uniform

**Note:** In the case of international students who have completed all of the required courses, please contact the IIS-RU Office to cancel the visa within 15 days of the end of the semester.

**Request Form for The Institutional Certificate of Graduation**

Full Name Mr./Miss./Mrs. .... Student ID No. ....

Appointment date \_\_\_\_\_

**Document Fee**

Items	Copies	Fees (baht)
Thai version of institutional certificate of graduation (60 baht / copy)	1	60.-
English version of institutional certificate of graduation (60 baht / copy)	1	60.-
<b>Total Amount</b>	<b>2</b>	<b>120.-</b>

.....  
(Finance and Accounting Subdivision)

Date .....

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.....  
(Finance and Accounting Subdivision)

Date .....

**Important Notice:** Please note that if **your high school diploma has not yet been approved**, or if there are any inaccuracies in **your name, surname, or date of birth**, your graduation process will be significantly delayed. If you encounter any of these issues, please contact the Registration Department of the Institute of International Studies (IIS-RU) immediately.

*The student must use this slip to collect the document and for future reference.*



### Procedures for Receiving Official Graduation Certificate and Transcript

#### Step 1: Wait for the Approval Email & Pay the Fee

- **Notification:** Students will receive an email notification from the Registration and Academic Records Subdivision once the Ramkhamhaeng University Council approves their graduation.
- **Payment:** After receiving the email, students must pay the graduation fee of **3,700. - Baht.**
  - **Location:** One Stop Services (near the Post Office), **Counter No. 7**, 1st Floor, KLB Building.
  - *Note: Cash is not accepted. Payment must be made via QR code (cashless system).*

#### Step 2: Submit the Documents & Request Forms

After completing the payment, students will receive a receipt. Please proceed immediately to **Counters 8–9** (same floor) to fill out the request form and submit it along with the following required documents:

1. **The original receipt** of the graduation fee payment (from Counter No. 7).
2. **Two 2-inch photos** (wearing a graduation gown).
3. **A copy of student ID card** (*If lost, please request a Mor Ror 2 form at One Stop Services*).
4. **A copy of national ID card** or the main page of the passport.

#### Step 3: Receive Appointment Card & Collect Documents

- After submitting all documents, the officer will issue an **Appointment Card**.
- The document processing will take approximately **3–7 working days**.
- Students must present the appointment card to collect their Official Graduation Certificate and Transcript.

Student Signature.....Date.....

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*The student must use this slip to collect the document and for future reference.*



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**Contact us: Tel. 02-310-8895 & 02-310-8889**