



Notification of Mae Fah Luang University
Schedule and Procedures of Request for Graduation for Students Who Expect to Graduate
in the First Semester, Academic Year 2022

Postgraduate Degree

In order to ensure a smooth process of graduation request for students who expect to graduate and have completed programme requirements in the First Semester, academic year 2022, Mae Fah Luang University hereby invokes the authority under Section 16 of Mae Fah Luang University Regulation on Postgraduate Studies B.E. 2560 and declares the schedule and procedures as follows:

1. Graduation Request Schedule

Students can request for graduation from Monday, 15 August – Thursday, 29 December 2022.

2. Eligibility

2.1 Students must be studying in their final semester of enrollment and expect to graduate in the First Semester, academic year 2022.

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 size should be 1x1.5 inches.

3.1.2 The photograph file should be under 200kb.

3.1.3 The photograph file should be .jpeg format only.

3.1.4 The photograph...

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

3.2 Students shall login to the graduation request system through <https://reg.mfu.ac.th> at the menu "Graduation Request System".

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

3.3.1 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.

3.3.2 An address according to the home registration.

3.3.3 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.

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

3.5 Students shall check accuracy of name and surname. If there is any incorrect spelling, students are required to fill out correct spelling through the Graduation Request System.

3.6 Students shall request for the academic documents. Students will receive the documents once they have been approved to graduate by the University Council.

3.7 The Registrar Division will edit the spelling of students' name or surname in case that they confirm a change request through the Graduation Request System.

3.8 Students can check accuracy of information through <https://reg.mfu.ac.th> two weeks after the period of requesting graduation ends.

4. Graduation Registration and Academic Document Fee Payment

4.1 Students can pay the graduation registration fee and academic document 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 and academic document 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 2022.

5.2 In case that students have requested for graduation but they are unable to graduate in the First Semester, academic year 2022, 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 on the 4 day of August 2022



(Dr. Khwunta Kirimasthong)

Assistant to the President acting on behalf of
President of Mae Fah Luang University