

## How to File for Graduation and Request for Graduation Document

### For Students Who Are Expecting Program Completion in the Second Semester of Academic Year 2023

กำหนดการแจ้งจบและขอหลักฐานทางการศึกษาสำหรับนักศึกษาที่คาดว่าจะสำเร็จการศึกษา ภาคการศึกษาที่ 2 ปีการศึกษา 2566

#### Graduation Requests

Students expecting to complete all degree requirements for graduation in the **Second Semester of Academic Year 2023**, please file the Notice of Intention at [ursa.bu.ac.th/rfg](https://ursa.bu.ac.th/rfg) during 8 January 2024 at 09.00 hrs. – 12 May 2024 by 24.00 hrs.

**Remark:** Kindly provide your bank account details in Thailand via URSA Online (Student Services) until 12 May 2024 by 24.00 hrs.

Examination Result for the in the Second Semester of Academic Year 2023 via the internet: 27 May 2024

#### Announcement

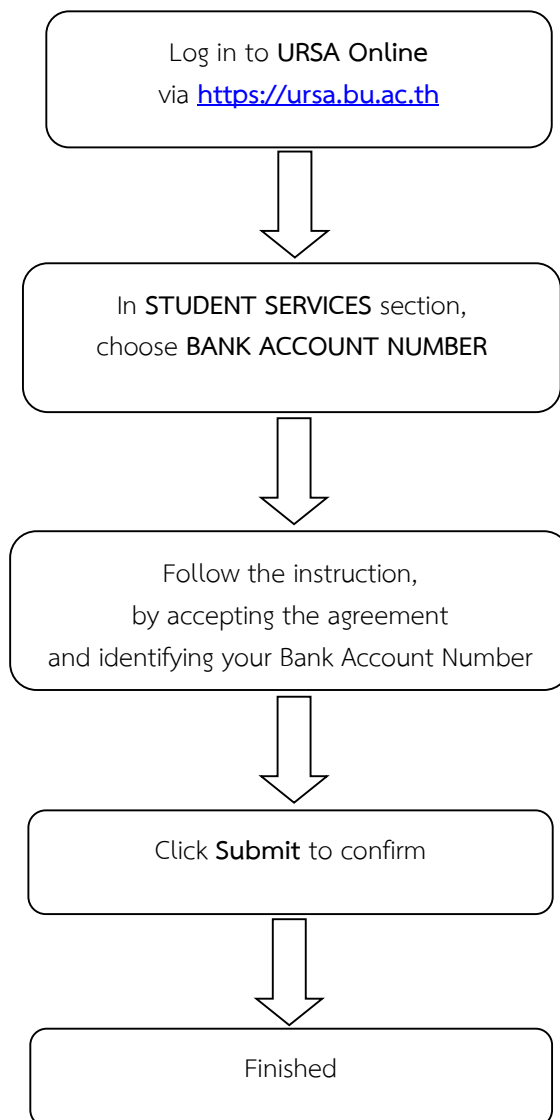
1. Details of Graduate Registration are announced at [commencement.bu.ac.th](https://commencement.bu.ac.th)
2. Graduates of the undergraduate level who wish to attend the Commencement Ceremony are required to rent an academic hood from the university. Academic gowns are also available for rent from the university or graduates may acquire their academic gown from any shops.
3. Students will receive a refund of damage deposit and any outstanding-balance of registration fee (if any), via a bank transfer within one month from date that the Board of Trustees confirms your status.

#### Request for Graduation Document

1. Certificate of Course Work Completion with Pending Examination - can be requested as from 12 May 2024.
2. Certificate of Pending Graduation can be requested after students receive all final exam results of the Second Semester of Academic Year 2023.
3. Official Transcript (graduation not stated) can be requested after students receive all final exam results of the Second Semester of the Academic Year 2023.
4. Official Transcript (graduation stated) and Certificate of Bachelor's Degree Graduation can be requested after the Board of Trustees approve the graduation.
5. Records Division will deliver the graduation documents, including one copy of the Transcript and one copy of the Certified Letter of Graduation (English version), to the graduates by post. The mail service fee will be deducted from your damage deposit.

Delivery of the documents will be made after the end of the University's Board of Trustees meeting: 26 July 2024

### Steps in Notifying Your Bank Account in URSA Online



#### Remark

Students who register for graduation in the Second Semester of Academic Year 2023 are required to notify your bank account number in URSA Online within 12 May 2024. If the deadline passed, please contact the Financial Department.

## Only the students with proper attire and Student ID Cards are welcome ##

#### Office hours

Monday - Friday Time: 08.30 – 17.00 hrs.

For further information or any enquiries, please contact by email at [records\\_office@bu.ac.th](mailto:records_office@bu.ac.th)