

Enrollment Confirmation Form and Enrollment Procedures.

1. Documents that students have to prepare for matriculation online.

1.1 A copy of the complete transcript. (In case of the transcript to the final semester, students have to write a petition with sending the complete transcript delays.)

1.2 A copy of identification card or passport (In case of foreign students) that have not expired on the matriculation date.

1.3 Evidence of name/surname change. (In case of name/surname does not match the application documents.)

1.4 Confirmation letter for matriculation and data authentication. And a letter of consent for use and disclosure of information.

(Download form (www.reg.kmitl.ac.th/matriculation/index_grad.html))

1.5 Submission form and enrollment for graduate students and passing English language proficiency requirements for PhD students with a copy of the English language test results. (Except those who have graduated from a country that uses English as an official language or completed the academic English courses that use English in their teaching and learning)

*** Along with the signature, please write “certified true copy” on every page***

2. Steps to online enrollment.

2.1 Fill in the personnel record form (KMITL1) via the information system of the Office of the Registrar. (www.reg.kmitl.ac.th/matriculation/index_grad.html)

2.2 Copy proof of identification according to items 1.1 - 1.5, with each item. The copies must be clearly readable. Along with the signature, please write “certified true copy” on every page. Make copies of every page except for the identification card, only a copy of the front of the card is needed. For passports, make a copy of the passport holder information page, including visa renewal pages (if any).

2.3 Any document that is not Thai or English, make a copy of the Thai or English translated version, and please write “certified true copy” along with your signature.

2.4 Take pictures or scan documents stated in clauses 1.1 - 1.5 in pdf or jpg format, file size not over 2 megabytes (2MB) then import (Upload) all document files into the matriculation system.

2.5 Check the results, which will be announced within 5 working days from the date of matriculation.

Note:

1. Anyone who cannot matriculation online by the specified date and time, the institution will be considered waiver. Unless notifying necessary in writing and must matriculation later.

2. The Office of Registrar will inspect the data entry and attach the document as evidence in the matriculation online system. If found that any part is not complete, the register officer will inform to the students to complete the editing. If students do not take corrective, we will consider that the student has not been matriculated.

3. If in doubt, please feel free to contact for more information at Graduate education section, the Office of Registrar. Phone 0-2329-8201-5 Press 1 or 0-2329-8000 Ext. 3206, 3204.