How to Make an Online Graduation Request

1. Study the conditions and agreement on "Online Graduation Request."

2. Use your Student ID No. and password to login.

3. When you have completed your verification of enrollments, press "confirm" to enter the Online Graduation Request System, OR when you have not yet verified your enrollments, press "cancel" to leave the System.

4. Once accessed, your personal data will be shown as follows.

    ° Name in Thai and English

    ° School/ Department/ Program

    ° National ID No.

    ° Passport No. (for foreign student only)

    ° Semester in which you expect the completion of your studies

    ° Contact Address

5. Check and correct the personal data. On this page, the student is allowed to correct only :

    ° National ID No. or Passport No.

    ° Contact Address

    ° For other incorrect data found, please contact the Records Office or request for data corrections at URSA Online prior to making a Graduation Request in this semester.

6. After checking and correcting your data, click "OK." The corrected personal data will be shown. Use your password to confirm the data again.

7. The confirmation of the Graduation Request will be displayed on the screen. The University will also send you an E-mail to confirm the Request.

8. Re-login if you wish to re-check your personal data.