

Terms and Agreement on Online Graduation Registration

1. Students expecting the completion of the program in any semester are required to register for their graduation from 9.00 a.m. on **the first day of the graduation registration period**, as stated in the University's academic calendar, **until 12.00 p.m. on the last day of the respective semester's midterm exam**.
2. Students must register for graduation by themselves by using Student ID No. and password (confidential). **Any actions related to online graduation registration will be considered done by the student.**
3. **Students can register for the graduation only once in the semester they expect to complete their program. No correction can be made after the registration is confirmed.**
4. The graduation registration will be void automatically provided that the students fail to complete the program in the intended semester. They have to register for the graduation again in the following semester.
5. Students can check the completion of the registration at "Graduation Registration" or from the University's reply email. Students can print the email as the receipt of the registration.
6. If students wish to take extra-curricular courses after they have registered for the graduation, they can cancel the registration at the Records Office no later than the last day of classes in the semester.
7. Students not registering for the graduation within the designated period must submit a late registration with a fine of 50 baht per day (but not more than 1,000 baht altogether) at the Records Office no later than the last day of **final exam** in the semester.
8. Students graduating in any semester can obtain information about requesting for transcript and graduate registration at BU Announcement.