

# STUDENTS MUST KNOW

## e-registration process

### 1. Student *Online* Registration Service e-registration at [www.grad.mahidol.ac.th](http://www.grad.mahidol.ac.th)



### 2. Apply for access to e-registration (New Students only)

- 2.1 Log-in to “e-registration” and go to “To Register, Enter Student ID”
- 2.2 Enter your Student ID / Password
- 2.3 Enter your e-mail Address
- 2.4 “Activate Link” notification will be sent to the student’s e-mail
- 2.5 Click the link received in your e-mail to activate system and begin the registration process

### 3. Prior to registering on-line, student should check:

- 3.1 Essential information
  - (1) **Schedule of Course Registration and Fee Payment** at the “Current Students” menu and choose Academic calendar topic
  - (2) **Class Schedule Academic Year 2015** at the “Current Students” menu and choose Class Schedule topic
  - (3) **Curriculum Structure** at the “Prospective Students” menu and choose Curriculum topic
  - (4) **Tuition and Fees** at the “Current Students” menu and choose Tuition and Fees topic
- 3.2 meet your advisor to get recommendations about course registration

#### 4.e-registration process

Student should log-in and provide the necessary registration information by following the steps below:

- 4.1 Check the e-mail  box, if you find it necessary to make any changes to your e-mail.
- 4.2 Type in the first two (2) or three (3) characters of your advisor's name (*in English*), example: So or Ras, etc., then select the advisor's name and faculty from the list provided.
- 4.3 Specify source of scholarship funding (if any)
- 4.4 Select one of the following: *Course / Thesis / No Course Taken / Voluntarily Suspend Studies*
- 4.5 Specify the course (s) you are registering for and check the tuition fee
- 4.6 Specify the registration category : *Credit or Audit*
- 4.7 Check and ensure the accuracy by clicking "Next"
- 4.8 Final Process Click "Register" to confirm the final step of e-registration



#### 5. Check and reconfirm registration data

- 5.1 The registration section requires at least 3 working days for officer to inspect and process registration information.
- 5.2 The Advisor will require not more than 7 days to process and get approval.
- 5.3 If any errors are found in the data or information provided, the registration officer will return the registration form to student via e-mail.
- 5.4 Student must immediately correct the discrepancies and return the corrected information via e-registration.



## 6. Checking registration status

6.1 Once registration information has been submitted, student needs to check registration status at e-registration:

- Waiting for approval from registration officer
- Waiting for approval from registration advisor
- Edit registration form
- Waiting for generating Invoice

6.2 The e-registration system will send a notification “Invoice is completed” to student via e-mail.

- “Invoice is completed” notification will allow student to print the invoice and course list. This should be downloaded and printed to present as proof of registration and make fee payment.



## 7. Tuition fee payment

7.1 Cash payment is to be paid according to the amount displayed on the invoice at the bank counter. (Invoice amount does **not** include the bank charge of 10 baht that must be paid by the student.)

7.2 Once the bank official has signed and stamped the invoice, it can be used as a receipt.

7.3 Payment can also be made via the student’s internet or ATM banking accounts.

7.4 Payments can be made at the following authorized banks as prescribed by the Faculty of Graduate Studies.



Siam Commercial Bank Public Company Limited



Thai Military Bank Public Company Limited



Bank of Ayudhya Public Company Limited



Bangkok Bank Public Company Limited



Krung Thai Bank Public Company Limited



Thanachart Bank Public Company Limited

7.5 If payment is overdue, student will be charge late payment fee of 2,000 baht.

7.6 Student can download invoice and print out the invoice for late payment of 2,000 baht at the e-registration and then make late fee payment at the bank.



### **8. To check the payment status**

Once student has paid fees, it will take approximately 3 working days processing time for payment to clear the accounting system. Student can enter the e-registration system and check the payment status. If “Paid” is appeared, the registration and fee payment process is complete.

### **Caution**

- Students must click “Register” to confirm the course registration.
- Once registration information has been submitted, student need to check registration status at e-registration.
- Check fee payment deadline, if payment is overdue, student will be charged 2,000 baht.

### **Contact**

To obtain advice or details regarding registration or educational fees, please contact Educational Services on the 1<sup>st</sup> floor of the Faculty of Graduate Studies, Mahidol University, Salaya on Monday to Friday from 8:30 a.m. to 4:30 p.m., or phone 0-2441-4125-39 extension 109-113 and 123 or 0-2441-0182-3 e-mail: chanidapha.sut@mahidol.ac.th

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