

**Procedures and Documents for Graduation Request
Required to be submitted to the Faculty of Education**

1. Process your graduation request via the website within the 7th week of the semester. Visit www.reg.chula.ac.th , click "Graduation Request."
2. Download "Graduation Request Form" from <https://www.edu.chula.ac.th/node/2304> and complete it.
3. Visit <https://www.edu.chula.ac.th/node/2304> and fill in the electronic version "Study Report Form". Select the proper form which corresponds with your degree (M.Ed. or Ph.D.) and study plan (Thesis or Non-thesis Plan).
4. After completing the electronic version, print the system-generated documents from your email. (Print only the page, on which has your name.)
5. Prepare the necessary documents as follows:
 - 5.1 The screen displays the status "Request for Graduation" along with the student's name and student identification number (as indicated under the menu "Student Registration and Academic Record", by selecting "Student Personal record")
 - 5.2 Academic record for the entire period of study (latest version, showing the academic results for the final semester of enrollment)
 - 5.3 Registration record for **the current semester** (whether the student has registered or has not registered — the document must be attached)
 - 5.4 English proficiency test report (CU-TEP, TOEFL, IELTS)
 - 5.5 Acceptance letter from a Journal/Conference which identifies the name of the journal, the name of the article, issue, and year of publication.
 - 5.6 Manuscript submitted to a Journal/Conference (The same version which is submitted to Graduate School. If it has not been published yet, use the latest version that was submitted.)
 - 5.7 The Report of AI Declaration Form for Thesis/Dissertation/Individual Studies
6. Submit all documents from No. 2, 4-5 to the Department or Division to be submitted to the Office of Curriculum Administration and Instructional Management (Graduate Students) via the Lesspaper system.
7. The Graduation Request is mainly based on the date in the Lesspaper system that the Office of Curriculum Administration and Instructional Management (Graduate Students) has received all the documents from the Department or Division.
8. Track your graduation document submission status (Faculty of Education) at <https://www.edu.chula.ac.th/node/3627>

****For more information, please contact Office of Curriculum Administration and Instructional Management (Graduate Students), Tel. 0-2218-2452.*