

**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 7<sup>th</sup> week of the semester. Visit [www.reg.chula.ac.th](http://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. Make sure to select the proper form which corresponds with your degree (M.Ed. or Ph.D.) and study plan (Thesis or Non-thesis Plan).
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 Acceptance letter from a Journal/Conference which identifies the name of the journal, the name of the article, issue, and year of publication.
  - 5.2 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.)
  - 5.3 English proficiency test report (CU-TEP, TOEFL, IELTS)
  - 5.4 Transcript (The latest version that has the grades in the last semester you have registered) downloaded from [www.reg.chula.ac.th/eindex.html](http://www.reg.chula.ac.th/eindex.html)
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) and International Affairs 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) and International Affairs has received all the documents from the Department or Division.

*\*\*\*For more information, please contact Office of Curriculum Administration and Instructional Management (Graduate Students) and International Affairs, Tel. 0-2218-2565 Extn. 6731.*