# REGISTRATION MANUAL

**REG** CHIANG MAI UNIVERSITY

For New Graduate Student' Registration

**1** Go to registration system through this website

https://www3.reg.cmu.ac.th/stdinfo/graduate/



**New Graduate Student Registration System**

FOR STUDENT — Home, Sign in

FOR STAFF — Student Name List, Statistics, for Finance Division, for Staff

Thai | English | Search for Student ID Number

New Graduate Student Registration Semester (2/2024 ) Regular Program, International Program, เธบBilingual Program
Online registration will be available on Nov 06, 2024
08:30 AM - 11:00 PM (GMT +7)

**NEW GRADUATE STUDENT REGISTRATION PROCEDURE**

PART 1
STEP 1 Log in to complete the form

PART 2
STEP 1 Specify document
STEP 4 Upload photo for identity verification
STEP 5 Take a satisfaction survey
STEP 6 Confirm the registration
STEP 2 Verify document
STEP 3 Upload photo for student ID card
STEP 7 Make payment/ Print receipt

**Thai Graduate Programs**
Ms.Saowaluck Somboonphol
0-5394-8929
saowal_s@reg.cmu.ac.th

**International Graduate Programs**
Mrs.Suthalee Thongmee
0-5394-8960
suthalee.t@cmu.ac.th

**New Graduate Student Registration System**

CMU — FOR STUDENT — Home, Sign in, Student Name List

**2** Click "**Search for Student ID Number**" To Check for student ID

Search for Student ID Number

New Graduate Student Registration Semester (1/2024 ) International Program, Faculty of Dentistry

**Q Search for Student ID Number**

Then filled out the form
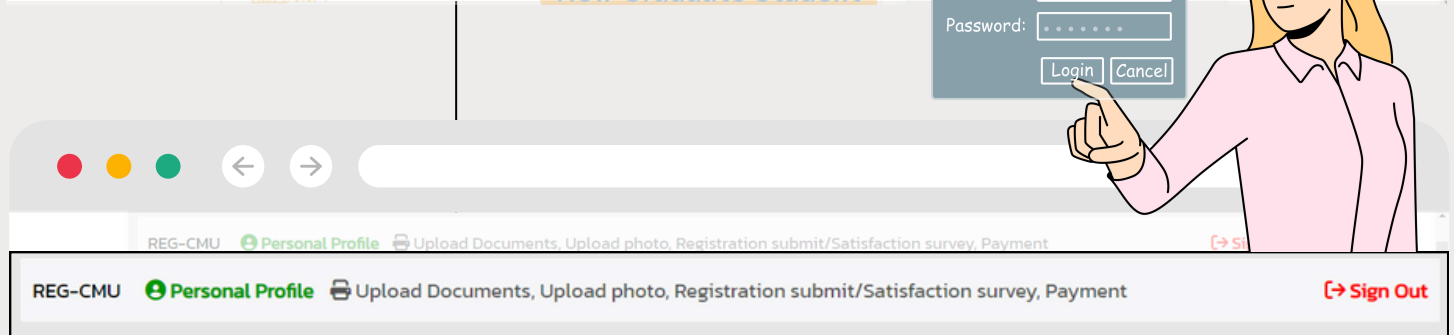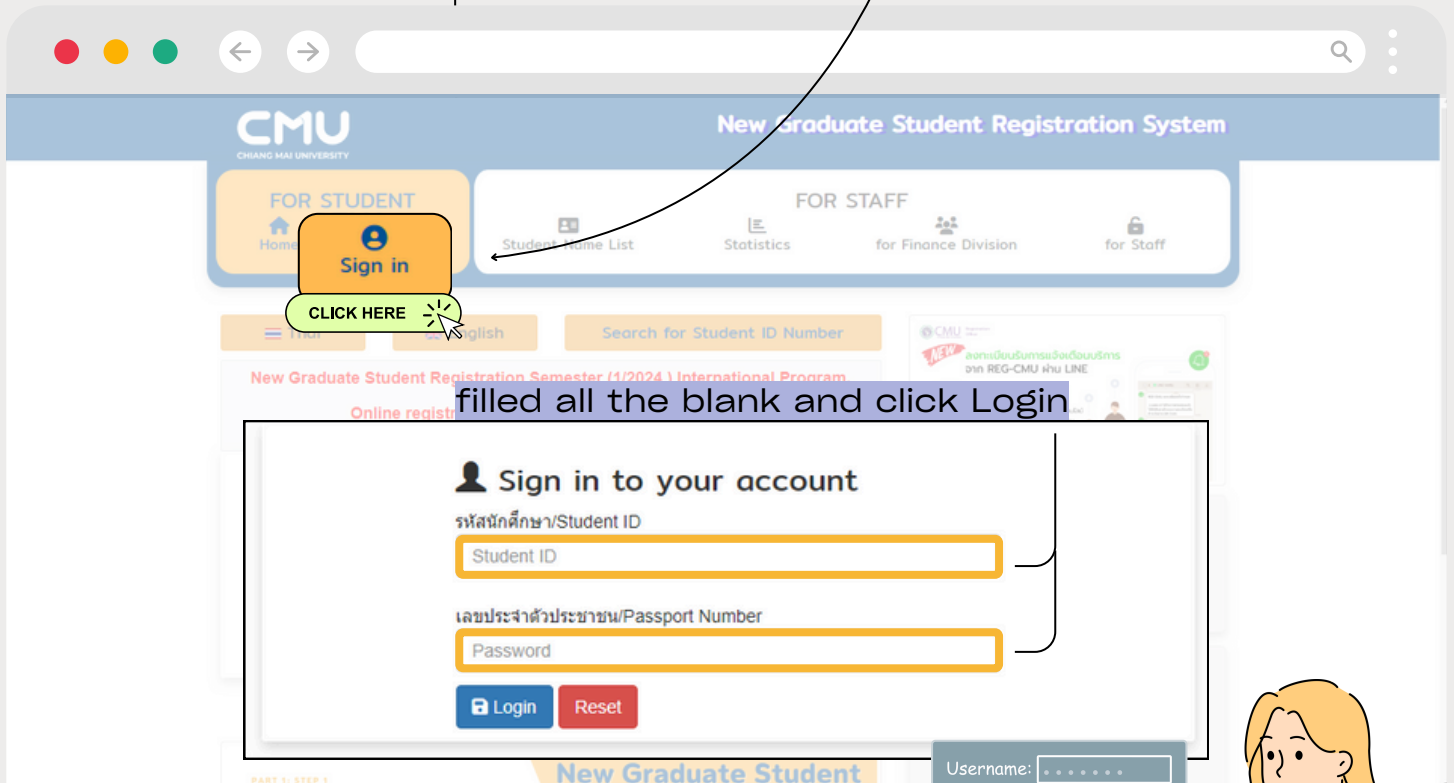
| Passport ID | ← |
| Name | ← |
| Surname | ← |

**FIND** click **FIND** to find out your student ID

**3** After finding your student ID, click **Sign in**

REG CHIANG MAI UNIVERSITY

CMU
CHIANG MAI UNIVERSITY

New Graduate Student Registration System

FOR STUDENT
Home | Sign in

CLICK HERE

FOR STAFF
Student Name List | Statistics | for Finance Division | for Staff

Thai | English | Search for Student ID Number

New Graduate Student Registration Semester (1/2024 ) International Program
Online regist...

filled all the blank and click Login

👤 Sign in to your account

รหัสนักศึกษา/Student ID
Student ID

เลขประจำตัวประชาชน/Passport Number
Password

🔒 Login    Reset

New Graduate Student

PART 1: STEP 1

Username: ● ● ● ● ● ●
Password: ● ● ● ● ● ●
Login  Cancel

REG-CMU    👤 Personal Profile    🖨 Upload Documents, Upload photo, Registration submit/Satisfaction survey, Payment    [→ Sign Out

Please check pre-filled data and fill up other information. Please fill in "-" if data are not available.

After Login, website will take you to a page with these following section that need to be filled, in order to complete the registration process, which are

1.Personal Profile   👤 Personal Profile

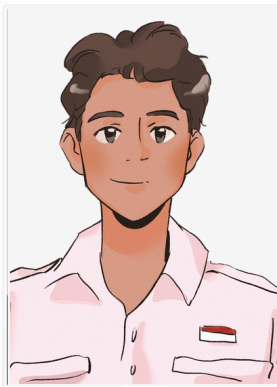2.Upload Document, Upload Photo, Registration Submit/Satisfaction Survey, Payment

🖨 Upload Documents, Upload photo, Registration submit/Satisfaction survey, Payment

Field of Specialization

**REG CHIANG MAI UNIVERSITY**

# Personal Profile

In this section, Student have to
4.1 Recheck pre-filled data if it is correct
4.2 Fill up the other information in blank space
4.3 Type "-" if the data are not available

Please check pre-filled data and fill up other information. Please fill in "-" if data are not available.

| | |
|---|---|
| Student ID | 681931XXX |
| Passport No. (For Non-Thai) | ABXXXXXX |
| Date of Birth | |
| Mobile Phone Number | |

**4.1**
example of pre-filled data

Please made sure all of the information is correct, this data will be used to verify for CMU Account Application

** Data in this green box will be used to verify the CMU Account application. **

| | |
|---|---|
| Faculty | Political Science and Public Administration |
| Major | Politic and Goverment |
| Field of Specialization | |

Fill up information following the pointing arrow

🏷 **Thai Name (for foreign student, please use English name)**

| Given name | | Middle name | | Family name (Surname) | |
|---|---|---|---|---|---|

🏷 **English Name**

**4.2**
example of blank space you need to fill up

| Given name | | Middle name | | Family name (Surname) | |
|---|---|---|---|---|---|

Preferred order of written name to appear on academic documents

🏷 **Personal information**

| Title | | Country code | |
|---|---|---|---|
| Sex | | Marital status | |
| Blood Group | | Nationality | |
| Religion | | Physical disability | |
| Occupation | | | |
| Position | | Workplace | |
| Email address | | Email address confirm | |

You'll receive a confirmation of registration completion or a notification of incomplete steps. Ensure you provide a valid email address.

🏷 **Current Address in Thailand (for foreign student, please use faculty's address)**

*You don't have lane in your the address*

| Village Name | | House No. | | Village No. | | Lane | – |

**4.3** *example of fill - if datum is not available*

Road

| Province | ⌄ | District | ⌄ | Sub-district | ⌄ | Postal Code | |

Telephone (optional)

🏷 **Correspondence address (for foreign student, please use faculty's address)**
☐ Same as Current Address

| Village Name | | House No. | | Village No. | | Lane | |

Road

| Province | ⌄ | District | ⌄ | Sub-district | ⌄ | Postal Code | |

Telephone (optional)

🏷 **Emergency Contact**

| Name | | Relation | ⌄ | Mobile phone | |

🏷 **Parent Information** (Information requested by government)

**Father Information**

| Title | ⌄ | Given name | | Family name | | Status | ⌄ |
| Occupation | | ⌄ | Income | | | ⌄ |

**Mother Information**

| Title | ⌄ | Given name | | Family name | | Status | ⌄ |
| Occupation | | ⌄ | Income | | | ⌄ |

🏷 **Educational Background**

| Previous Institute/University | ⌄ ⌄ | Degree | ⌄ | GPA | |

*Please \*\*Read\*\* additional terms and conditions*

**Additional terms and conditions**

1. I certify that I have checked and filled in the information on this report from for student registration as true and correct and agree to the disclosure of the information for the use of the University and/or myself. I do hereby acknowledge that Chiang Mai University is allowed to access my personal data on the sole purpose of academic processing and/or personal emergency contact. Also, I do hereby consent that the university can use my personal data for improving university's academic services. Furthermore, I do hereby consent that the university can lawfully disclose my personal data to government agencies and/or private organization that required to access the data on the ground of legal obligation personal/university interests according to Registration Office, Chiang Mai University's Privacy Policy (https://www1.reg.cmu.ac.th/web/en/privacy-en/)

2. I understand that this process is only to register as a new student. I must proceed as scheduled in the academic calendar to enroll for courses or university service. **website https://regist.reg.cmu.ac.th/** Course enrollment for new student id 67... 13-14 June 2024 / Regular enrollment /add/drop 15-23 June, 24-27 June (by department) 2024 or University services enrollment 15-28 June 2024
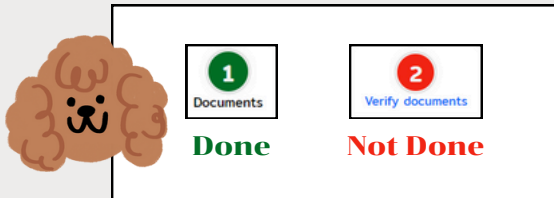
*Click **Accept** and save data by click **Update***

→ ☑ Accept

→ **บันทึกข้อมูล Update**

*\*\*You have to finished this section first before going to the second section\*\**

**Upload Document, Upload Photo, Registration Submit/Satisfaction Survey, Payment**

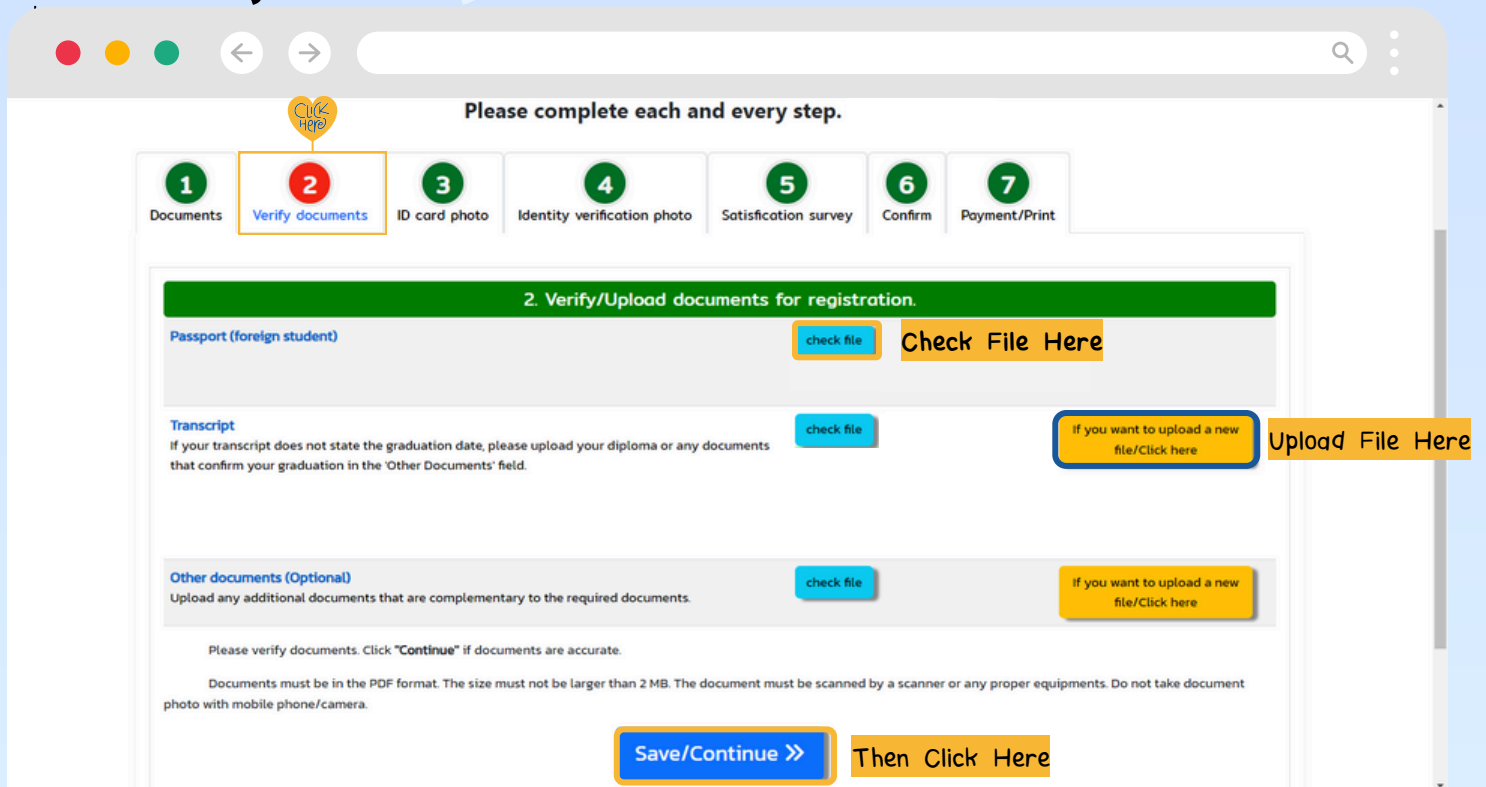For the second section, it contain 7 steps for you to complete the registration process

| Done | Not Done |
|------|----------|
| 1 Documents | 2 Verify documents |

- Each step that hasn't been complete by the student will be in red circle
- The step that has already been complete will be in green circle

# 1.Document

*Documents*

**CMU** New Graduate Student Registration System

REG-CMU   👤 Personal Profile   🖨 Upload Documents, Upload photo, Registration submit/Satisfaction survey, Payment   [→ Sign Out

**CLICK Here**

Please complete each and every step.

| 1 Documents | 2 Verify documents | 3 ID card photo | 4 Identity verification photo | 5 Satisfaction survey | 6 Confirm | 7 Payment/Print |

**1. Please specify your documents for submission.**

1 Transcript

○ Bachelor's degree official transcript (stating the date of graduation)

○ Master's degree official transcript (stating the date of graduation))

**Choose Here**

● Ongoing study Bachelor's degree transcript.
Upload Transcript (stating the date of graduation) At https://www3.reg.cmu.ac.th/stdinfo/graduate/ within October 11, 2024

○ Ongoing study Master's degree transcript.
Upload Transcript (stating the date of graduation) At https://www3.reg.cmu.ac.th/stdinfo/graduate/ within October 11, 2024

**Then Click Here** Save/Continue »

Student have to **Specify** a type of document whether it is bachelor/master/on going study transcript that match with document that will be uploaded in the next step.
Then click **Save/Continue** to go to the second page.

# 2.Verify Document

**Please complete each and every step.**

1 Documents
2 Verify documents
3 ID card photo
4 Identity verification photo
5 Satisfaction survey
6 Confirm
7 Payment/Print

**2. Verify/Upload documents for registration.**

Passport (foreign student)     check file     **Check File Here**

Transcript
If your transcript does not state the graduation date, please upload your diploma or any documents that confirm your graduation in the 'Other Documents' field.     check file     If you want to upload a new file/Click here     **Upload File Here**

Other documents (Optional)
Upload any additional documents that are complementary to the required documents.     check file     If you want to upload a new file/Click here

Please verify documents. Click **"Continue"** if documents are accurate.

Documents must be in the PDF format. The size must not be larger than 2 MB. The document must be scanned by a scanner or any proper equipments. Do not take document photo with mobile phone/camera.

Save/Continue »     **Then Click Here**

Student have to **Upload** required document such as Passport, Transcript or other.
(Each File need to be in PDF format and no larger than 2 MB)
After upload file, you can click

"Check File" to see if the file are proper and correct
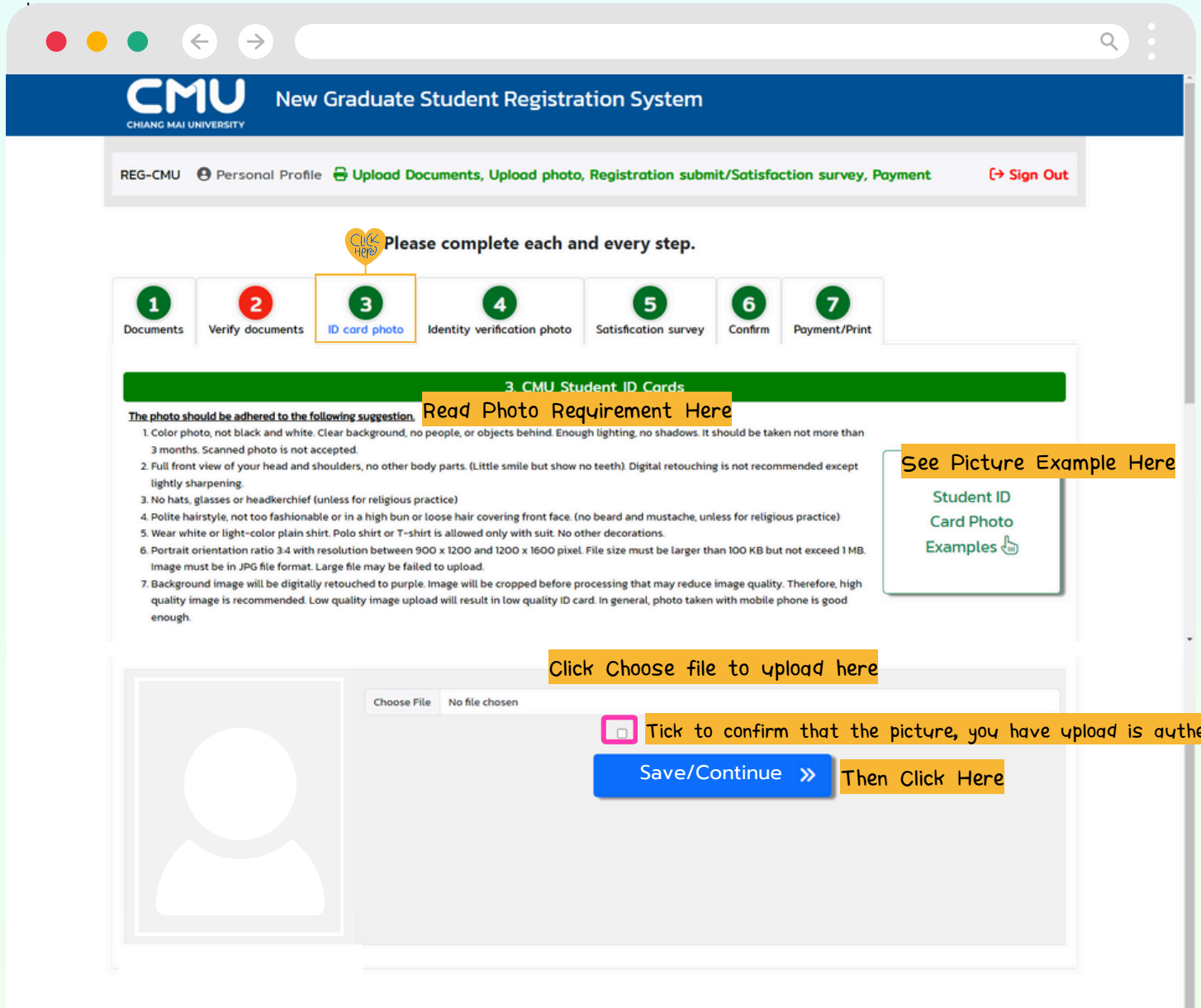
In case you need to upload the new file just click at the same yellow button that you click to upload document for the first time

If PDF File is larger than 2 MB, please compress the file before upload. ......Click here to compress file....

If your file is too large to upload,
you can click the link under the save/continue button to compress the file

Then click **Save/Continue**

# 3.ID Card Photo

**CMU** New Graduate Student Registration System

REG-CMU 👤 Personal Profile 🖨 Upload Documents, Upload photo, Registration submit/Satisfaction survey, Payment ➟ Sign Out

Click Here Please complete each and every step.

**1** Documents  **2** Verify documents  **3** ID card photo  **4** Identity verification photo  **5** Satisfaction survey  **6** Confirm  **7** Payment/Print

### 3. CMU Student ID Cards

*The photo should be adhered to the following suggestion.*  **Read Photo Requirement Here**

1. Color photo, not black and white. Clear background, no people, or objects behind. Enough lighting, no shadows. It should be taken not more than 3 months. Scanned photo is not accepted.
2. Full front view of your head and shoulders, no other body parts. (Little smile but show no teeth). Digital retouching is not recommended except lightly sharpening.
3. No hats, glasses or headkerchief (unless for religious practice).
4. Polite hairstyle, not too fashionable or in a high bun or loose hair covering front face. (no beard and mustache, unless for religious practice)
5. Wear white or light-color plain shirt. Polo shirt or T-shirt is allowed only with suit. No other decorations.
6. Portrait orientation ratio 3:4 with resolution between 900 x 1200 and 1200 x 1600 pixel. File size must be larger than 100 KB but not exceed 1 MB. Image must be in JPG file format. Large file may be failed to upload.
7. Background image will be digitally retouched to purple. Image will be cropped before processing that may reduce image quality. Therefore, high quality image is recommended. Low quality image upload will result in low quality ID card. In general, photo taken with mobile phone is good enough.

**See Picture Example Here**

Student ID
Card Photo
Examples 👆

**Click Choose file to upload here**

Choose File   No file chosen

☐ **Tick to confirm that the picture, you have upload is authentic**

Save/Continue ≫   **Then Click Here**

Student have to upload photo that will be used as Student ID cards' photo

The photo that student use must follow the photo requirement mentioned in the first part of the process

After uploading is complete, click **Save/Continue**

# 4.Identity Verification Photo

**New Graduate Student Registration System**

REG-CMU  👤 Personal Profile  🖨 Upload Documents, Upload photo, Registration submit/Satisfaction survey, Payment  ➡ Sign Out

Please complete each and every step.

| 1 Documents | 2 Verify documents | 3 ID card photo | 4 Identity verification photo | 5 Satisfaction survey | 6 Confirm | 7 Payment/Print |

**4. Photo requirements for identity verification**

**Photo requirements for identity verification**  — Read Photo Requirement Here

To verify identity, please upload your photo with your ID card (Thai student) or with passport (foreign student). Please show your ID card (or passport) next to your face (ear level). It should be noted that the information shown on your ID card (or passport) must be clear and readable. The recommended resolution is 1200 x 1600 or better with 1 MB file size.

The approval of registered documents and photos will be sent via text service (SMS) and/or email. Student will be notified when and where to get the ID card within approximately one month.

Identity Verification Photo Examples .. Click here 📷  — See Picture Example Here

Click Choose file to upload here

Choose File   No file chosen

☐ Tick to confirm that the picture, you have upload is authentic

**Save/Continue »**  Then Click Here

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Student have to upload photo that will be used for identity verification
by taking photo of themself with theirs passport

The photo that will be use must follow the photo requirement
mentioned in the first part of the process

After complete uploaded, click **Save/Continue**

# 5.Satisfaction Survey

Please complete each and every step.

| 1 Documents | 2 Verify documents | 3 ID card photo | 4 Identity verification photo | 5 Satisfaction survey | 6 Confirm | 7 Payment/Print |

**Click Here**

## 5. Satisfaction survey

| List | Overall satisfaction | | | | |
|------|---------|------|----------|-------------|-----------------|
| | Highest | High | Moderate | Disappointed | Most disappointed |
| 1. Accuracy and up to date of Data provided. | ● | ○ | ○ | ○ | ○ |
| Please rate your level of expectation | ● beyond expectation<br>○ within expectation | | | | |
| 2.User friendliness. | ● | ○ | ○ | ○ | ○ |
| Please rate your level of expectation | ● beyond expectation<br>○ within expectation | | | | |
| 3.Overall satisfaction. | ● | ○ | ○ | ○ | ○ |
| Please rate your level of expectation | ● beyond expectation<br>○ within expectation | | | | |

Other suggestions
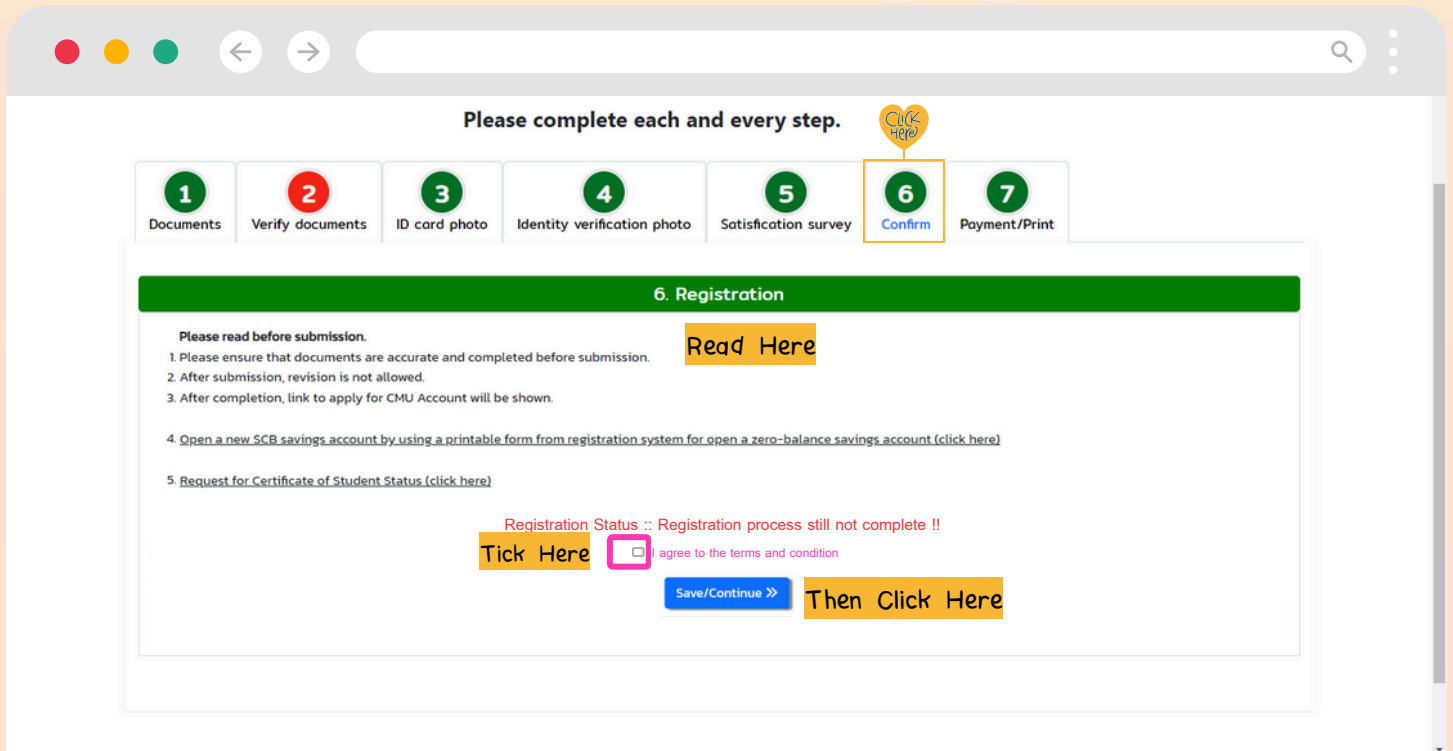
Other suggestions

**Save/Continue »**

If you encounter any operational issues, please contact the staff. Tel. 0-5394-8929 to 32, 0-5394-8957 to 60 (working hours only)

Rate question number 1-3 on this satisfaction survey and giving suggestion about registration process and website if there any

Then click **Save/Continue**

# 6.Confirm

**Please complete each and every step.**

1 Documents | 2 Verify documents | 3 ID card photo | 4 Identity verification photo | 5 Satisfication survey | 6 Confirm | 7 Payment/Print

**6. Registration**

**Please read before submission.**

1. Please ensure that documents are accurate and completed before submission.
2. After submission, revision is not allowed.
3. After completion, link to apply for CMU Account will be shown.

4. Open a new SCB savings account by using a printable form from registration system for open a zero-balance savings account (click here)

5. Request for Certificate of Student Status (click here)

Registration Status :: Registration process still not complete !!

**Read Here**

**Tick Here** ☐ I agree to the terms and condition
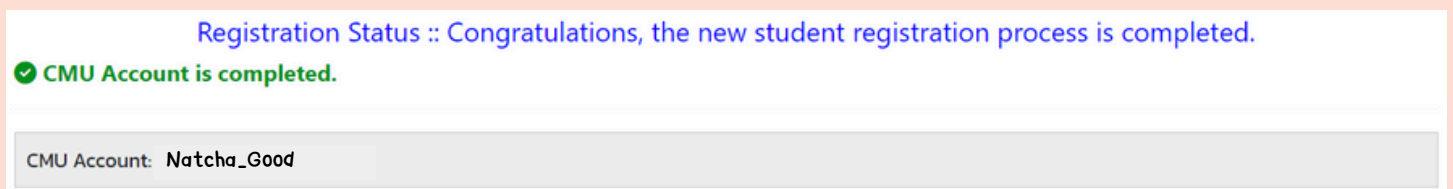
Save/Continue »   **Then Click Here**

Read the information in this step carefully
Then tick "I agree to the terms and condition"

Then click **Save/Continue**

Your Registration Status will turn in to <u>Congratulations, the new student registration process is completed.</u>

After complete registration process, you can click the link below "**Please follow the link to apply for CMU Account**" to apply/create CMU Account

After complete all step, the website will appears like this

Registration Status :: Congratulations, the new student registration process is completed.
✓ CMU Account is completed.

CMU Account:  Natcha_Good

# —7.Payment/Print

**Payment/Print**

Please complete each and every step.

Click Here

1 Documents | 2 Verify documents | 3 ID card photo | 4 Identity verification photo | 5 Satisfaction survey | 6 Confirm | 7 Payment/Print

**Payment Availability**
**(** ** Payment on 15 August 2024 from 08:30 to 23:00 (GMT +7) **) **

1. QR Payment (select 7.1) or
2. Credit Card Online Payment, Alipay Payment, Wechat Payment (select 7.2)
   - Credit Card online (2.1% fee)
   - Alipay WeChat pay (1.7% fee)
3. Cashier's Cheque/Credit card/Debit card, Please contact CMU Finance Division only Tel. 053-943130 (select and print out document 7.3)
   - Cashier's Cheque pay to the order of "Chiang Mai University"
   - Credit Card (0.9% fee)
   - Debit Card (no fee) (If the amount is more than 20,000 Baht Please check the daily limit before paying)
4. Completion of document submission and tuition fee payment will be notified by email/SMS.
   If you do not receive SMS and Email within 3 business days please contact
   saowal_s@reg.cmu.ac.th (Thai Programs)
   suthalee.t@cmu.ac.th (International Programs)

**Choose only one Payment Method**

Note: If you have any problems about tuition fee Payment please contact your respective department/Faculty.

**6.1.QR Payment**

7.1 QR Payment (Scan QR code to pay tuition fee)

THAI QR PAYMENT

**6.2.Credit Card Online/Alipay/WeChat**

7.2 Credit Card online Payment, Alipay Payment, WeChat Payment
** Receipt shows only tuition fee. Credit Card service fee and Tax of 2.1%, Alipay WeChat pay 1.7% are not shown nor included.

Credit Card Payment
Alipay Payment
WeChat pay Payment

**6.3.Cashier's Cheque/Credit Card/Debit Card**

7.3 Cashier's Cheque/Credit card/Debit card, Please contact CMU Finance Division only.
(Print out Invoice)

Print out invoice
(CMU Finance Division Tel. 053 – 943130)

**Example of Receipt**

If you encounter any operational issues, please contact the staff. Tel. 0-5394-8929 to 32, 0-5394-8957 to 60 (working hours only)

Read payment information carefully, then choose only one of the payment method to pay for the tuition

**Print out Receipt**

After payment, you can print out the receipt and hold it as proof

**After reaching this step mean you have complete all of the registration process**