Requesting documents

1. **Q:** How do I request a SIIT Transcript/Certificate document?

   A: You can do the online request via reg.siit.tu.ac.th. Please see the manual: here.

2. **Q:** I wasn't able to pick up my transcript/certificate document(s) by myself, what should I do?

   A: You must have a power of attorney of the person who requested the document(s) with a copy of your student card or a copy of citizen ID card, or a copy of passport (foreigner).
   Download Power of Attorney Form, Click!

3. **Q:** My temporary card has expired. How do I get my official student ID card?

   A: Please contact Krungthai Bank, Thammasat Branch.

Registration

1. **Q:** How do I register online?

   A: Please see online registration procedures: here.

2. **Q:** I forgot password for the Registration website. What do I do?

   A: Please create your new password click here. If you can not accessed the system yet, contact the AS&R Division.

3. **Q:** I completed all the program courses but I have not passed the English proficiency requirement yet. How should I register?

   A: You must to register for maintenance of your status in each semester until you pass the English proficiency requirement. You can get the maintenance form at the AS&R Division, SIIT.

4. **Q:** I can not access the Registration system. What do I do?

   A: Please contact the AS&R Division.

English Proficiency

1. **Q:** I have a TOEIC test which is issued by SIIT. Do I need to submit the original?

   A: No, the original is not required for undergraduate students.

Student ID card

1. **Q:** My previous student ID card was lost, how do I get a new one?

   A: You have to prepare the documents below:

   1. Request for new student card form
   2. 2 color photo in TU uniform
   3. A copy of your citizen ID card, or a copy of passport (foreigner)

   After that, please contact the Registration Section, 2nd Floor, SIIT Main Building as soon as possible for further assistance.