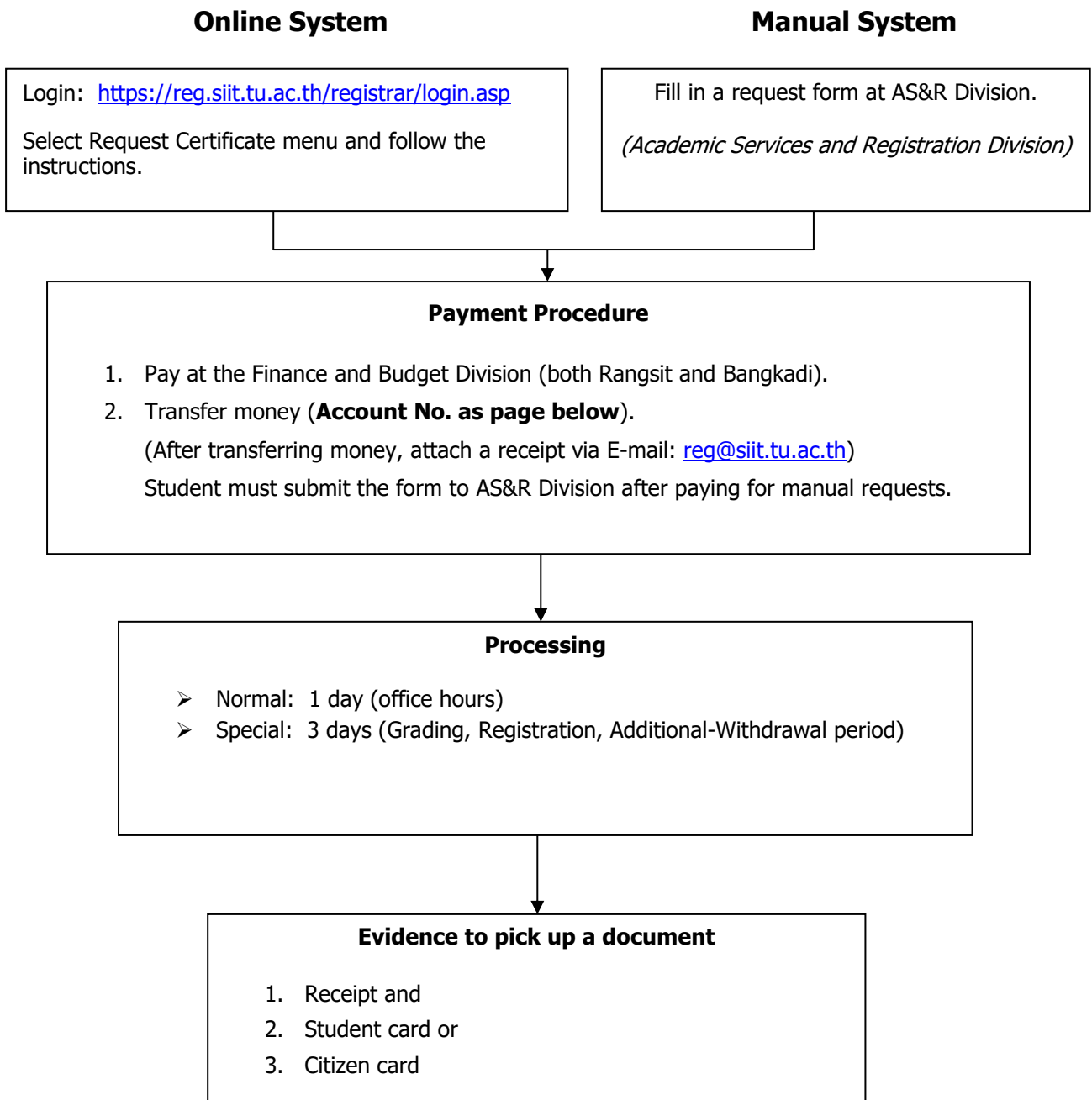


## Process to request Online: Certificate Documents/Academic Record



### Students who cannot pick up document(s) themselves:

***Their representative must have documents and Power of attorney form of the person who requested document(s): a copy of student card, or a copy of citizen card, or a copy of passport (foreigner)***

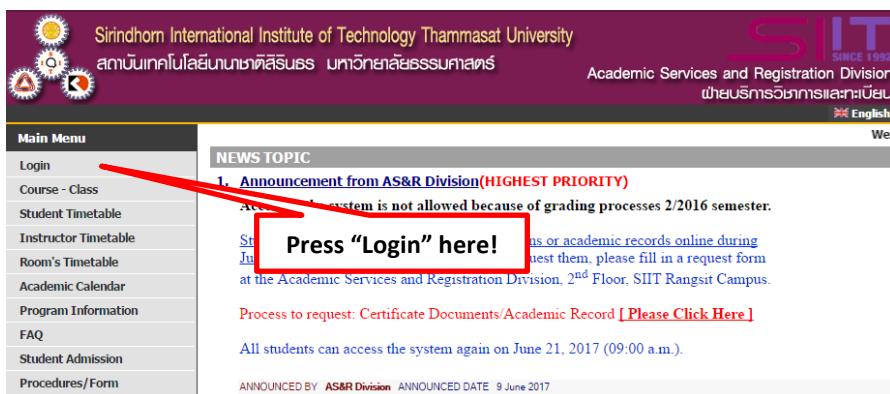
**[To Download Power of Attorney Form, Click!](#)**

# Process to request Online: Certificate Documents/Academic Record

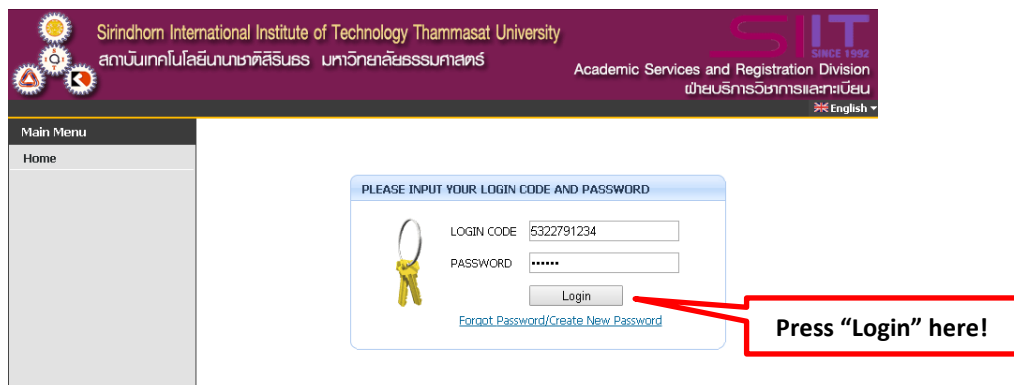
1. Go to Website <http://reg.siiit.tu.ac.th>.



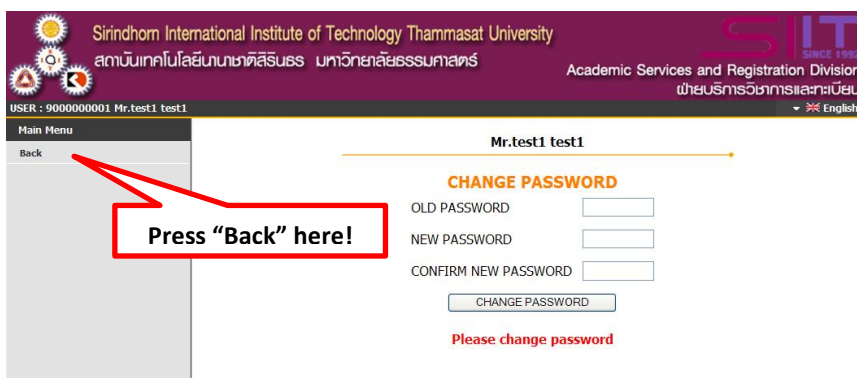
2. Press "Login" to enter website.



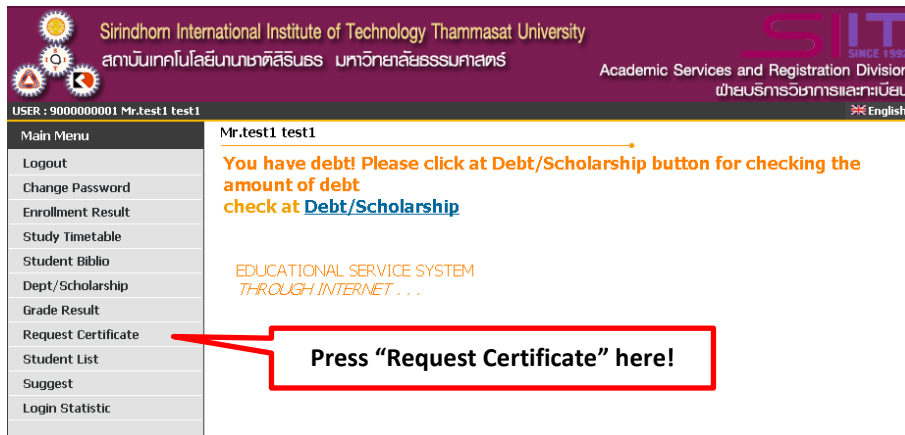
3. Login with student ID, and fill in the password then press "Login".



4. Press "Back" to skip this process.



**5. Press "Request Certificate" to continue.**

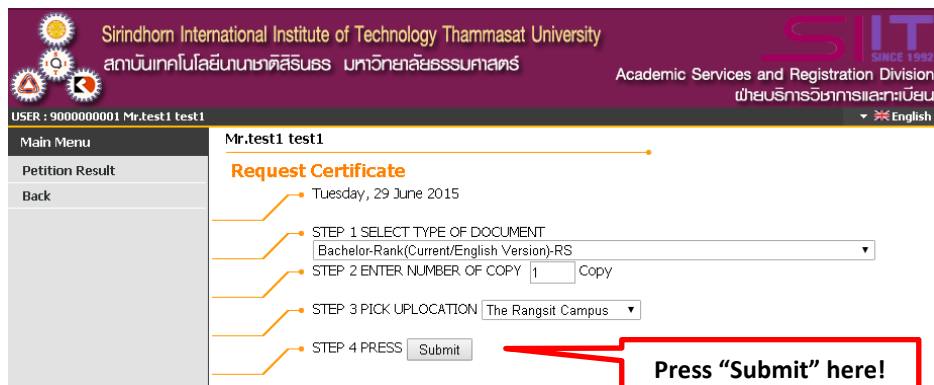


**6. Step 1 : Select a document.**

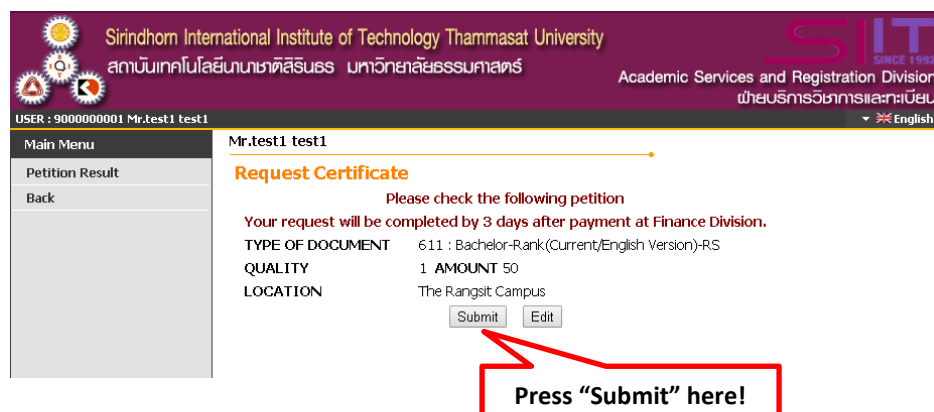
**Step 2 : Fill in the number of copies.**

**Step 3 : Select pick up location at Rangsit or Bangkadi.**

**Step 4 : Press "Submit".**



**7. Press Submit to confirm.**



**8. Students pay the fee at the Finance Division or make a transaction via a bank (see banks below)**

**1. Thai Military Bank**

Beneficiary name: Sirindhorn International Institute of Technology

Savings Account Number: 050-2-08189-6

Branch: Thammasat – Rangsit

**2. Bangkok Bank**

Beneficiary name: Sirindhorn International Institute of Technology

Savings Account Number: 091-019400-0

Branch: Thammasat – Rangsit

**3. Bank of Ayudhya**

Beneficiary name: Sirindhorn International Institute of Technology

Savings Account Number: 258-1-09848-8

Branch: Navanakorn

**Oversea Inward Remittance:**

Bank information is provided as follows:

**1. Thai Military Bank**

Beneficiary name: Sirindhorn International Institute of Technology

Savings Account Number: 050-2-08189-6

Beneficiary Bank: Thai Military Bank

Branch: Thammasat – Rangsit

Bank address: 99 Moo.18 Tambon Khlong Nueag, Khlong Luang District, Pathum Thani

Province, Thailand

SWIFT: TMBKTHBK

**2. Bangkok Bank**

Beneficiary name: Sirindhorn International Institute of Technology

Savings Account Number: 091-019400-0

Beneficiary Bank: Thai Military Bank

Bank address: 99 Moo.18 Tambon Khlong Nueag, Khlong Luang District, Pathum Thani

Province, Thailand

Branch: Thammasat – Rangsit

SWIFT: BKKBTHBK

**Remark :**

**1) Students can receive all documents at AS&R Division after 1 working day or 3 working days (Grading, Registration, Additional-Withdrawal period) not including the requested day.**

**2) In the case of transfer money, please send or fax a copy of transfer transaction receipt with the student's name/ID to AS&R Div. at FAX. 02-986-9009 # 1340 or attach the receipt via e-mail: [reg@siit.tu.ac.th](mailto:reg@siit.tu.ac.th).**