

## Online Request Procedure: Certificate Documents/Academic Record

Login: <https://reg.siiit.tu.ac.th/registrar/login.asp>

Select "**Request for Certificate**" menu and follow the instructions.

### Payment

1. Make a payment at the Finance and Budget Division (Rangsit or Bangkokkadi campus) or
2. Transfer money (**Please see the QR code on page 4**).  
(After transferring, please attach the payment slip via E-mail: [asr@siiit.tu.ac.th](mailto:asr@siiit.tu.ac.th))

**Remark:** 50 Baht per a document.

### Processing time

- Payment before 12:00 p.m., the document will be issued on the next working day.
- Payment after 12:00 p.m., the document will be issued in next 2 working days.

### Receiving documents

- **Request as a hard copy**, the documents must be picked up in person at the Academic Services and Registration Division, 2<sup>nd</sup> Floor, SIIT (Rangsit campus). Office hours: Monday – Friday from 8:00 a.m. to 5:00 p.m. (Required documents: Student ID card/ Citizen ID card or Passport (foreigner)).
- **Request as an electronic file**:
  - For Academic Record (Transcript), the documents are available to download on the website on the "Requested document status" menu (Please see page 5).
  - For Certificate documents, the documents will be sent to your SIIT email.  
**Remark:** Graduated students must provide your email address and attach a copy of your citizen ID card or passport to email: [asr@siiit.tu.ac.th](mailto:asr@siiit.tu.ac.th) after payment in order to send the requested documents.

For more information, please contact the AS&R Division via email: [asr@siiit.tu.ac.th](mailto:asr@siiit.tu.ac.th) or Tel. 02-9869009-13 ext. 1331-1335

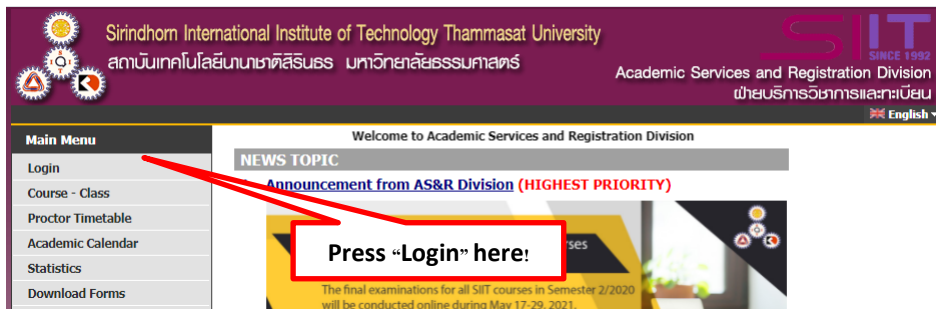
### In the case of a student is unable to pick up document(s) in person:

The representative must have the Power of Attorney Form of the person who requested the document(s), and attach a copy of his/her student card or a copy of their citizen ID card (a copy of their passport for foreigners).

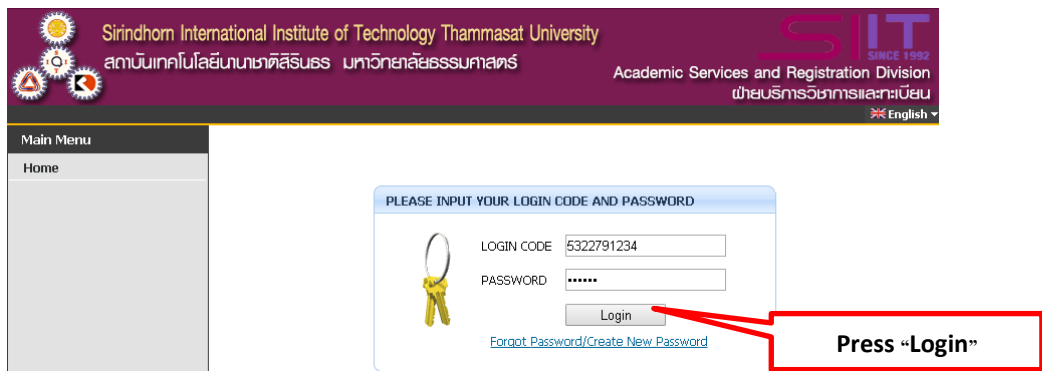
[\*\*To Download the Power of Attorney Form, Click!\*\*](#)

# Online Request Procedure: Certificate Documents/Academic Record

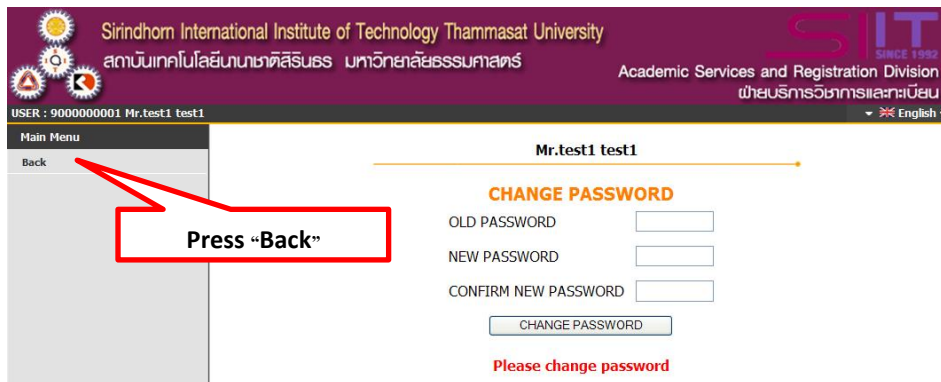
1. Go to website <http://reg.siit.tu.ac.th> and press "Login".



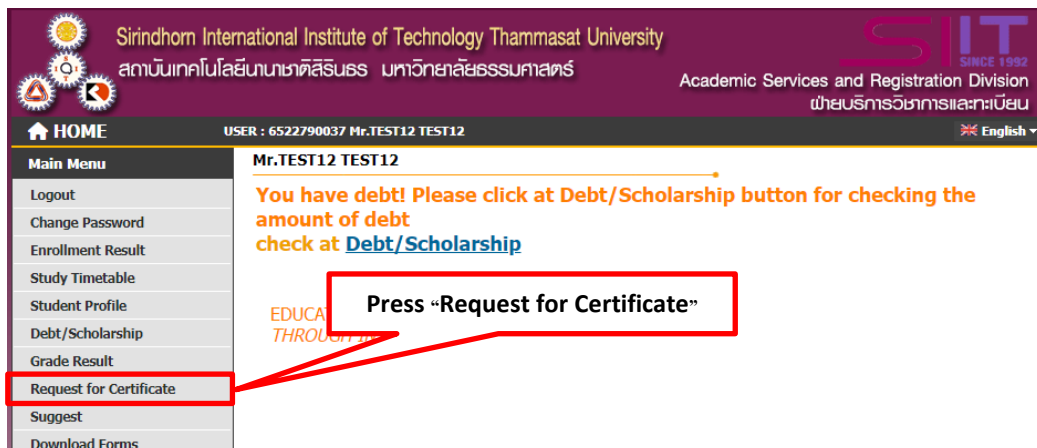
2. Login with your student ID.



3. Press "Back" to skip this process.



4. Press "Request for Certificate" to continue.



- 5. Step 1: Select the document and the document type.
- Step 2: Fill in the number of copies.
- Step 3: Click "Submit".

Sirindhorn International Institute of Technology Thammasat University  
สถาบันเทคโนโลยีนานาชาติสิรินธร มหาวิทยาลัยธรรมศาสตร์

Academic Services and Registration Division  
ฝ่ายบริการวิชาการและทะเบียน

HOME USER : 6522790037 Mr.TEST12 TEST12 English

Mr.TEST12 TEST12

**Request for Certificate**  
Thursday, 22 March 2023

STEP 1: Select the document  
Academic Record (Transcript)

Select the document type  
Electronic file  
Hard copy

STEP 2: Choose the number of copies (Amount per document) 1

STEP 3: Click Submit

**NOTE:**  
For student who would like to request transcripts or certificates from SIIT, please see the manual [here](#).

You can select to get the document as an electronic file or a hard copy.

Press "Submit"

- 6. Check the details and press "Submit" to confirm.

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สถาบันเทคโนโลยีนานาชาติสิรินธร มหาวิทยาลัยธรรมศาสตร์

Academic Services and Registration Division  
ฝ่ายบริการวิชาการและทะเบียน

HOME USER : 6522790037 Mr.TEST12 TEST12 English

Mr.TEST12 TEST12

**Request for Certificate**

Please check the following details

Your request will be completed within 2 working days after payment.

Document 653 : Academic Record (Transcript)  
Quantity 1 AMOUNT 50  
Select the document type Electronic file

Submit Edit

Press "Submit" again.

Sirindhorn International Institute of Technology Thammasat University  
สถาบันเทคโนโลยีนานาชาติสิรินธร มหาวิทยาลัยธรรมศาสตร์

Academic Services and Registration Division  
ฝ่ายบริการวิชาการและทะเบียน

HOME USER : 6522790037 Mr.TEST12 TEST12 English

Mr.TEST12 TEST12

**Request for Certificate**

The request will be completed after payment  
You can check your request document at the "Requested Document Status" menu.

**Payment method**  
1. Pay at the Finance and Budget Division (Rangsit or Bangkadi campus)  
2. Transfer money (see the QR code below). After transferring money, please attach a receipt via E-mail: [asr@siit.tu.ac.th](mailto:asr@siit.tu.ac.th).

THAI QR PAYMENT

สถาบันเทคโนโลยีนานาชาติสิรินธร  
SIRINDHORN INTERNATIONAL

Ref 1 = 058091019400001  
Ref 2 = REGISTRATION

**7. Students can pay the fee at the Finance Division or make a transaction via a bank (see the QR code below).**



สถาบันเทคโนโลยีนานาชาติสิรินธร  
SIRINDHORN INTERNATIONAL

Ref 1 = 058091019400001

Ref 2 = REGISTRATION

**Oversea Inward Remittance:**

Bank information is provided as follows:

**1. TMBThanachart Bank**

Beneficiary name: Sirindhorn International Institute of Technology

Savings Account Number: 050-2-08189-6

Beneficiary Bank: TMBThanachart 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: Bangkok Bank

Branch: Thammasat – Rangsit

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

SWIFT: BKKBTHBK

**\*\* In the case of transfer money, please send a copy of the transfer transaction receipt with the student's name and student ID via E-mail: [asr@siit.tu.ac.th](mailto:asr@siit.tu.ac.th).**

**Remarks:**

1. Students can receive all documents at the Academic Services & Registration Division (Rangsit campus).
2. The requested document(s) will be eliminated if it has not been collected within 6 months after requesting.

## How to get an e-transcript

1. In case you select the type of document as an electronic file, you will get an e-transcript by accessing to the "Requested Document Status" menu.

here.'" data-bbox="122 158 910 461"/>

Sirindhorn International Institute of Technology Thammasat University  
สถาบันเทคโนโลยีพระจอมเกล้าเจ้าคุณทหารลาดกระบัง มหาวิทยาลัยธรรมศาสตร์

Academic Services and Registration Division  
ฝ่ายบริการวิชาการและทะเบียน

HOME USER : 6522790037 Mr.TEST12 TEST12 English

Main Menu  
Requested Document Status  
Back

Mr.TEST12 TEST12  
**Request for Certificate**  
Thursday, 22 March 2023

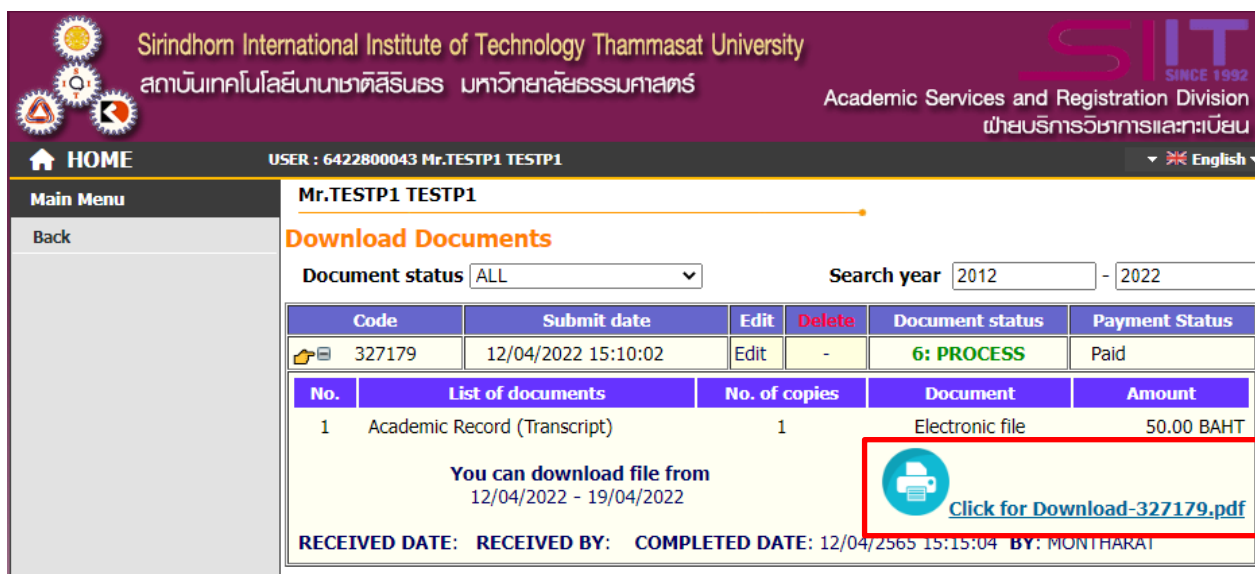
STEP 1: Select the document  
-

Select the document type

copies (50 Baht per document) 1

STEP 3: Click

**NOTE:**  
For student who would like to request transcripts or certificates from SIIT, please see the manual [here](#).



Sirindhorn International Institute of Technology Thammasat University  
สถาบันเทคโนโลยีพระจอมเกล้าเจ้าคุณทหารลาดกระบัง มหาวิทยาลัยธรรมศาสตร์

Academic Services and Registration Division  
ฝ่ายบริการวิชาการและทะเบียน

HOME USER : 6422800043 Mr.TESTP1 TESTP1 English

Main Menu  
Back


Mr.TESTP1 TESTP1  
**Download Documents**

Document status ALL Search year 2012 - 2022

Code	Submit date	Edit	Delete	Document status	Payment Status
327179	12/04/2022 15:10:02	Edit	-	6: PROCESS	Paid

No.	List of documents	No. of copies	Document	Amount
1	Academic Record (Transcript)	1	Electronic file	50.00 BAHT

You can download file from  
12/04/2022 - 19/04/2022

 [Click for Download-327179.pdf](#)

RECEIVED DATE: RECEIVED BY: COMPLETED DATE: 12/04/2565 15:15:04 BY: MONTHARAT

### Please note:

1. The e-transcript will be uploaded about 2 working days after receiving your payment.
2. The e-transcript is available to download within 7 days.