



### Requesting documents

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

A: You can do the online request via [reg.sit.tu.ac.th](http://reg.sit.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, 2<sup>nd</sup> Floor, SIIT Main Building as soon as possible for further assistance.

