



ST. THERESA INTERNATIONAL COLLEGE

REGISTRATION FOR GRADUATION FORM (Bachelor of Arts/Bachelor of Business Administration)

IMPORTANT NOTES:

1. GRADUATION DAY for this session is on (date).
2. DEADLINE for Registration for Graduation and payment is on (date).
3. REHEARSAL DAY is on (date).
4. Please fax (037-395111) or mail this back to the Registration Office by the deadline.

Part I (to be completed by the graduate)

Name of Graduate (in capital letters and underline family name): Mr. / Ms. _____

Student I.D. No.: _____ House Phone No.: _____ Mobile Phone No.: _____

Permanent address: _____ Email address: _____

Program: _____ Major / Field of Study: _____

Session First Enrolled: _____ in Year: _____ Session Last Enrolled: _____ in Year: _____

- I WILL / WILL NOT BE ABLE TO ATTEND THE GRADUATION CEREMONY on (date).
(Please circle one. The degree may be couriered to you if you are not able to attend the ceremony).

- (If not attending) I WISH TO HAVE MY DEGREE COURIERED/COLLECTED (Please circle one.)

- (Courier) Address: _____

- (Collected): I authorize the following person to collect my degree on my behalf:

Name: _____ Relationship: _____

- I WILL BE BRINGING _____ (number) GUESTS for the Graduation Ceremony.

- I WILL NEED TRANSPORTATION FROM HUAMARK FOR _____ (number) PEOPLE on (date).

Signature of Graduate: _____ Date: _____

For Office Use Only

Part II (to be completed by various departments)

1. Date Form received by the Registration Office: _____ By: _____

2. Circulate to Student Affairs Office – Information received by: _____

3. Copy to Rector’s Office – Information received by: _____

4. Copy to Vice Rector (Academic Affairs) – Information received by: _____

5. Copy to Vice Rector (Administrative Affairs) – Information received by: _____

Part III (to be completed by the Finance Office)

- | | |
|--|--------------|
| 1. Graduation Registration Fees: | = Baht 4,000 |
| 2. Degree Scroll: | = Baht 100 |
| 3. Degree Folder: | = Baht 500 |
| 4. Courier Charges (if degree is couriered): | = Baht _____ |

Total Amount Received = Baht _____

Date: _____ By: _____ Receipt No.: _____



ST. THERESA INTERNATIONAL COLLEGE

REGISTRATION FOR GRADUATION FORM (Master of Business Administration)

IMPORTANT NOTES:

1. GRADUATION DAY for this session is on (date).
2. DEADLINE for Registration for Graduation and payment is on (date).
3. REHEARSAL DAY is on (date).
4. Please fax (037-395111) or mail this back to the Registration Office by the deadline.

Part I (to be completed by the graduate)

Name of Graduate (in capital letters and underline family name): Mr. / Ms. _____

Student I.D. No.: _____ House Phone No.: _____ Mobile Phone No.: _____

Permanent address: _____ Email address: _____

Program: _____ Major / Field of Study: _____

Session First Enrolled: _____ in Year: _____ Session Last Enrolled: _____ in Year: _____

- I WILL / WILL NOT BE ABLE TO ATTEND THE GRADUATION CEREMONY on (date).
(Please circle one. The degree may be couriered to you if you are not able to attend the ceremony).
- (If not attending) I WISH TO HAVE MY DEGREE COURIERED/COLLECTED (Please circle one.)

- (Courier) Address: _____

- (Collected): I authorize the following person to collect my degree on my behalf:
Name: _____ Relationship: _____

- I WILL BE BRINGING _____ (number) GUESTS for the Graduation Ceremony.
- I WILL NEED TRANSPORTATION FROM HUAMARK FOR _____ (number) PEOPLE on (date).

Signature of Graduate: _____ Date: _____

For Office Use Only

Part II (to be completed by various departments)

1. Date Form received by the Registration Office: _____ By: _____
2. Circulate to Student Affairs Office – Information received by: _____
3. Copy to Rector’s Office – Information received by: _____
4. Copy to Vice Rector (Academic Affairs) – Information received by: _____
5. Copy to Vice Rector (Administrative Affairs) – Information received by: _____

Part III (to be completed by the Finance Office)

- | | | |
|--|--------|--------|
| 1. Graduation Registration Fees: | = Baht | 15,000 |
| 2. Degree Scroll: | = Baht | 100 |
| 3. Degree Folder: | = Baht | 500 |
| 4. Courier Charges (if degree is couriered): | = Baht | _____ |

Total Amount Received = Baht _____

Date: _____ By: _____ Receipt No.: _____



ST. THERESA INTERNATIONAL COLLEGE

REGISTRATION FOR GRADUATION FORM (AUP/BUP- Bachelor of Science)

IMPORTANT NOTES:

1. GRADUATION DAY for this session is on (date).
2. DEADLINE for Registration for Graduation and payment is on (date).
3. REHEARSAL DAY is on (date).
4. Please fax (037-395111) or mail this back to the Registration Office by the deadline.

Part I (to be completed by the graduate)

Name of Graduate (in capital letters and underline family name): Mr. / Ms. _____

Student I.D. No.: _____ House Phone No.: _____ Mobile Phone No.: _____

Permanent address: _____ Email address: _____

Program: _____ Major / Field of Study: _____

Session First Enrolled: _____ in Year: _____ Session Last Enrolled: _____ in Year: _____

- I WILL / WILL NOT BE ABLE TO ATTEND THE GRADUATION CEREMONY on (date).
(Please circle one. The degree may be couriered to you if you are not able to attend the ceremony).
- (If not attending) I WISH TO HAVE MY DEGREE COURIERED/COLLECTED (Please circle one.)
 - (Courier) Address: _____
 - (Collected): I authorize the following person to collect my degree on my behalf:
Name: _____ Relationship: _____
- I WILL BE BRINGING _____ (number) GUESTS for the Graduation Ceremony.
- I WILL NEED TRANSPORTATION FROM HUAMARK FOR _____ (number) PEOPLE on (date).

Signature of Graduate: _____ Date: _____

For Office Use Only

Part II (to be completed by various departments)

1. Date Form received by the Registration Office: _____ By: _____
2. Circulate to Student Affairs Office – Information received by: _____
3. Copy to Rector’s Office – Information received by: _____
4. Copy to Vice Rector (Academic Affairs) – Information received by: _____
5. Copy to Vice Rector (Administrative Affairs) – Information received by: _____

Part III (to be completed by the Finance Office)

- | | | |
|--|--------|--------|
| 1. Graduation Registration Fees: | = Baht | 10,000 |
| 2. Degree Scroll: | = Baht | 100 |
| 3. Degree Folder: | = Baht | 500 |
| 4. Courier Charges (if degree is couriered): | = Baht | _____ |

Total Amount Received = Baht _____

Date: _____ By: _____ Receipt No.: _____



ST. THERESA INTERNATIONAL COLLEGE

REGISTRATION FOR GRADUATION FORM (M.Ed -Master of Education)

IMPORTANT NOTES:

1. GRADUATION DAY for this session is on (date).
5. DEADLINE for Registration for Graduation and payment is on (date).
6. REHEARSAL DAY is on (date).
7. Please fax (037-395111) or mail this back to the Registration Office by the deadline.

Part I (to be completed by the graduate)

Name of Graduate (in capital letters and underline family name): Mr. / Ms. _____

Student I.D. No.: _____ House Phone No.: _____ Mobile Phone No.: _____

Permanent address: _____ Email address: _____

Program: _____ Major / Field of Study: _____

Session First Enrolled: _____ in Year: _____ Session Last Enrolled: _____ in Year: _____

- I WILL / WILL NOT BE ABLE TO ATTEND THE GRADUATION CEREMONY on (date).
(Please circle one. The degree may be couriered to you if you are not able to attend the ceremony).
- (If not attending) I WISH TO HAVE MY DEGREE COURIERED/COLLECTED (Please circle one.)
 - (Courier) Address: _____
 - (Collected): I authorize the following person to collect my degree on my behalf:
Name: _____ Relationship: _____
- I WILL BE BRINGING _____ (number) GUESTS for the Graduation Ceremony.
- I WILL NEED TRANSPORTATION FROM HUAMARK FOR _____ (number) PEOPLE on (date).

Signature of Graduate: _____ Date: _____

For Office Use Only

Part II (to be completed by various departments)

1. Date Form received by the Registration Office: _____ By: _____
2. Circulate to Student Affairs Office – Information received by: _____
3. Copy to Rector’s Office – Information received by: _____
4. Copy to Vice Rector (Academic Affairs) – Information received by: _____
5. Copy to Vice Rector (Administrative Affairs) – Information received by: _____

Part III (to be completed by the Finance Office)

- | | | |
|--|--------|-------|
| 1. Graduation Registration Fees: | = Baht | 7,000 |
| 2. Degree Scroll: | = Baht | 100 |
| 3. Degree Folder: | = Baht | 500 |
| 4. Courier Charges (if degree is couriered): | = Baht | _____ |

Total Amount Received = Baht -----

Date: _____ By: _____ Receipt No.: _____