

TRANSLATION

Advice concerning requests for significant educational documents

Students can file a request for educational documents through the following 3 channels:

Channel 1: File a request to the Institute

Students shall fill an application form according to the type of requirements, i.e. a transcript, certificate, etc. at the Educational Service Division, Naratip Phongraphan Building, 3rd Floor. After filling the form, pay fees at the Finance and Material Division on the 3rd Floor during office hours, 8.30-16.30 hrs. (a service break from 12.00 to 13.00 hrs.)


Channel 2: Through the website (online service)

Available only for students graduated from 1995 onwards

- (1) Enter the website at URL:http://reg.nida.ac.th Click in the menu – request for significant documents.
- (2) Follow the instructions on each webpage.
- (3) Print out a payment notification from the website.
- (4) Take the payment notification printed from the website to a counter in Bangkok Bank at any branch across the nation. Payment has to be made on the date, specified on the payment notification. (If payment is not made by that date, the applicant has to print a new payment notification from the website and make payment by that new date.)
- (5) After payment at the bank, keep the first portion of the payment slip as evidence. The application process has been completed.
- (6) Students may follow up with the application at URL:http://reg.nida.ac.th

Notes: If a student is unable to get access to the Internet, he/she can make a request by Channel 3 or by mail.

Channel 3: Through a mail/post

- (1) Download an application form at the Educational Service Division's website at URL:http://edserv.nida.ac.th, choose  Request form for significant documents.
- (2) Complete the application form.
- (3) Make payment at the counter of Bangkok Bank at any branch across the nation. (Bt20 fees).



Notes: Please add Bt20 fees.

- (4) After payment at the bank, mail that application form with payment evidence and a copy of ID card to the Educational Service Division by fax at 02 378 0334, or scan the evidence and email to educational_request@nida.ac.th
- (5) The application form shall be cancelled if the Educational Service Division has not received payment evidence in 7 days.

Note that if you cannot log onto the document request system, please follow either step one or step three. Click the "document request" instructions.