



**Announcement**  
**National Institute of Development Administration**  
**Application for Admission to the Master of Arts Program**  
**in Language and Communication (International Program)**  
**Special Program Class 33 (Weekend Program)**  
**Semester 1, Academic Year 2019**

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The National Institute of Development Administration (NIDA) is accepting applications for the Master of Arts Program in Language and Communication (International Program) Special Program Class 33 (Weekend Program) for semester 1, academic year 2019.

**1. Qualifications of Applicants**

- 1.1 Applicants must hold a Bachelor's degree in any field from an accredited academic institution either in Thailand or another country.
- 1.2 Applicants must have at least two years of work experience as of August 3, 2019.
- 1.3 Applicants must be able to devote sufficient time to their study and research as required by the syllabus.

**2. Application in person at the Institute or via the Internet**

- 2.1 Applying via the Internet (online) from now until June 21, 2019
- 2.2 Applying in person from now until June 25, 2019 between 8.30 hrs. - 12.00 hrs. and 13.00 hrs. - 16.30 hrs. (except for public holidays) or between June 26 - 28, 2019 between 8.30 hrs. - 12.00 hrs. and 13.00 hrs. - 19.30 hrs.

**\*\* A Warning to All Applicants \*\***

The applicants must make sure they meet all the required qualifications announced by NIDA. Should the Institute find any applicant not meeting the requirements, that applicant will be considered disqualified and not eligible for consideration. Any payments previously made are non-refundable under any circumstances.

Depending on the number of enrollees, the Institute reserves the rights not to offer any of the programs of study as specified in the curriculums in any given semester but may resume the program in a subsequent semester.

The Institute reserves the right to make adjustments relating to the admission schedules, tuition fees, and programs of study without prior notice.

### 3. Application Process

NIDA accepts applications for the Master of Arts Program in Language and Communication (International Program) Special Program Class 33 via 2 channels as follows:

#### 3.1 Applying via the Internet (until June 21, 2019)

- 3.1.1 Log on to the Institute's website at <http://entrance.nida.ac.th>
- 3.1.2 Log in to the system, but for new users, register to get into the online application system.
- 3.1.3 Input the data to request a password
- 3.1.4 Set a password / confirm the password
- 3.1.5 Input the applicant's personal data
- 3.1.6 Confirm the application
- 3.1.7 Print out the payment form
- 3.1.8 Upload the required documents onto the Attached Files System or send the documents by e-mail to [entrance\\_nida@hotmail.com](mailto:entrance_nida@hotmail.com), or by regular mail to the Educational Service Division, The National Institute of Development Administration 118 Serithai Road, Klongchan, Bangkok, Bangkok 10240 by **June 21, 2019**. Please note in brackets on an envelope: application documents for Master of Arts Program in Language and Communication (International Program) Special Program Class 1.
- 3.1.9 Print the application form and make the payment by **June 21, 2019** only at Bangkok Bank Public Company Limited and Counter Service Centers nationwide.
  - Entrance examination fee 700 baht
- 3.1.10 If applicants are unable to complete the documentation and payment process by **June 21, 2019**, the application will be considered invalid.

**NOTE:** 1. The paid application fee is non-refundable.  
2. The examination application is complete when the Institute verifies the application documents and payment made within the prescribed time. Applicants can monitor their application status two days after the payment has been made at <http://entrance.nida.ac.th>

#### 3.2 Applying in person: (until June 28, 2019)

- 3.2.1 Request for an application form at the Educational Service Division, 3<sup>rd</sup> floor, Prince Naradhip Bongsprabandha Building, National Institute of Development Administration, or download it at: <http://lc.nida.ac.th>
- 3.2.2 Submit the application form at the Educational Service Division, 3<sup>rd</sup> floor, Prince Naradhip Bongsprabandha Building, and pay 700 baht as an application fee at the financial office and get the receipt.

- Notes:**
1. The paid application fee is non-refundable.
  2. The submitted documents will not be returned.
  3. In case of online application, if applicants have not submitted all the required documents, the Institute will consider their applications incomplete and the applicants will not be eligible for any examinations for admission.
  4. The examination application is complete when the Institute verifies the application documents and payment made within the prescribed time. Applicants can monitor their application status two days after the payment has been made at <http://entrance.nida.ac.th>

#### **4. Required Documents and Application Fees**

- 4.1 Application Form (free).
- 4.2 Two 1-inch photos taken not more than six months prior to application date.
- 4.3 One copy of Identification Card.
- 4.4 One copy of an official transcript of undergraduate studies.  
**Note:** Letters of Confirmation from the University Council should be submitted before the closing date of the application. Only applicants who have been approved by the University Council will be accepted for the examination.
- 4.5 Applicants with other diploma must submit a copy of official transcript of the diploma (in addition to a copy of official transcript of the bachelor's degree as mentioned in 4.4)
- 4.6 Verification of Employment Recommendation Letter.
- 4.7 Evidence of any change of name (if applicable).
- 4.8 Letter of support issued by an organization that offers a study grant or scholarship (if applicable).

#### **For graduates who completed their study in a foreign country:**

- 4.9 Education Certificate of the Bureau of Standards and Evaluation at the Commission on Higher Education. Applicants who graduate from a foreign country should contact the Bureau of Standards and Evaluation at the Commission on Higher Education, Ministry of Education.
- 4.10 Verification of undergraduate study completion from your institute. This must be sent directly to:  
Educational Service Division,  
National Institute of Development Administration,  
118 Seri Thai Road, Klong Chan, Bangkok,  
Bangkok 10240 Thailand.

**Note:** Applicants must submit all required documents before the interview date or before the first day of classes; otherwise, the application will be considered incomplete and will be voided.

## 5. Selection Process

Applicants will be considered according to the following criteria:

- Perspectives, concepts, attitudes and visions relating to language and communication
- Educational background, work experience, and current job responsibilities
- Intelligence and logical thinking
- Personality
- Opportunities for career advancement

## 6. Other schedule

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|--|-----------------------------|
| 6.1 Announcement of applicants eligible for interviews | July 3, 2019                |
| 6.2 Date for interview examination                     | July 6, 2019 Time 1.00 P.M. |
| 6.3 Interview Examination Results                      | July 19, 2019               |
| 6.4 Registration for courses                           | between July 23 - 26, 2019  |
| 6.5 Registration fees payment                          | between July 23 - 30, 2019  |
| 6.6 First day of class                                 | August 3, 2019              |

## 7. For applicants who have been admitted to the program

- 7.1 To ensure the students' standard level of English language proficiency, all MA students are required to pass the NIDA TEAP or submit their TOEFL or IELTS scores before graduation.
- 7.2 Any test scores to be submitted must comply with the following guidelines:
  - 7.2.1 The NIDA TEAP score must be one-year valid up to the submission date.
  - 7.2.2 The TOEFL or IELTS scores must be two-year valid up to the submission date.

**Note:** NIDA TEAP scores refer to the scores obtained from taking an English proficiency test administered by the Center for Language and Communication Development and Services at NIDA.

## 8. For further inquiries, please contact:

- 8.1 The School of Language and Communication. Tel. 0-2727-3139 - 41, 0-2727 - 3162. Website: <http://lc.nida.ac.th>
- 8.2 Educational Service Division. Tel. 0-2727-3370 - 3373.  
E-mail: [entrance\\_nida@hotmail.com](mailto:entrance_nida@hotmail.com) Website: [edserv.nida.ac.th](http://edserv.nida.ac.th)

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(Assistant professor Dr. Nada Chunsom)  
Vice President for Academic Affairs