

Guidelines for request of educational documents

The fee for a transcript, a letter of certification, and a translation of a degree certificate is 100.- baht per document.

*Note 1. Every request, if paid via a bank transfer, requires an additional fee of 10 baht per Time

2. Every request will be carried out only after the student has successfully and correctly transferred all the fees in accord to the institution's requirement.

Three ways to request an academic document

1. **In person:** Make a direct request at the Educational Service Division, 3rd Floor, Prince Naradhip Bongsprabandha Building during the office hours (8.00-12.00 am and 13.00-16.30 pm).

The application process is as follows:

1.1 The student must completely fill in the request form.

1.2 The student must submit the request form to the Finance and Procurement Division, 3rd Floor, Prince Naradhip Bongsprabandha Building, in order to pay the fee. Then, the student must bring the receipt back to the Educational Service Division afterward.

2. **Online:** Make an online request via the website URL: <http://reg.nida.ac.th>. Select "Certificate Online" and follow these instructions:

2.1 The student must completely fill in the form as instructed on the website. Print out the payment invoice from the website.

2.2 Bring the invoice to pay the fee at any branch of Bangkok Bank Public Company Limited in Thailand during the office hours of the bank and within the due date given in the invoice (a bank transfer requires an additional fee of 10 baht).

2.3 After the payment process, the first part of the invoice must be kept as proof of payment. The system will approve the payment the following day. The student may track the status of the payment and the request at <http://reg.nida.ac.th>.

3. **By mail:**

3.1 Visit the website URL: <http://edserv.nida.ac.th> and download a request form.

3.2 Completely fill in the request form.

3.3 Bring the request form to pay the fee at any branch of Bangkok Bank Public Company Limited in Thailand during the office hours of the bank and within the due date given in the invoice (a bank transfer requires an additional fee of 10 baht).

3.4 After the payment has been made, the student must scan the request form, the payment receipt, and a copy of student identification card to the Educational Service Division. To complete the request by mail, the scans must be sent to the following e-mail address: educational_request@nida.ac.th.

Acceptance of educational documents is as follows.

1. **Self pick-up** at the Educational Service Division

1.1 Please bring the payment receipt along with the student identification card or national identification card.

1.2 If the student wishes to authorize a representative to collect the academic document(s) on his/her behalf, an authorization form as well as a copy of national identification card of both the student and the substitute must be produced.

1.3 The institution will keep the document(s) for 1 year following the date of the request. After the period, the document will be destroyed without prior notice to the student.

2. **By mail.**

The Institution will send the document(s) to the address provided in the system or the address provided on the envelope sent to the institution. After the process has been completed, the system will automatically notify the student via email. In case the student does not receive the document(s) within 2 weeks., Please contact the Educational Service Division, Tel: 0 2727 3365 or 0 2727 3372.

Type of Transcript / Certificate	Processing Time	Remarks
1. Current Student		
1.1 Certification of Student Status	2 - 4 business days following the request and the payment approval	-
1.2 The transcript showing only grades that are available at the time of request		
1.3 Transcript when all grades are available	2 - 4 business days following the request and the payment approval	The requested document(s) shall be issued after all the grades have been submitted.
1.4 Certification of Credit Fulfillment but qualifying /comprehensive examination not taken (all academic records reported)		
1.5 Certification of Credit Fulfillment and qualifying /comprehensive examination taken but oral examination not taken)	2 - 4 business days following the request and the payment approval	The requested document(s) shall be issued after qualifying /comprehensive exam results have been received.
1.6 Certification of Degree (awaiting approval for degree to be granted by the Institution council)	2 - 4 business days following the request and the payment approval	The requested document(s) shall be issued after a memorandum for degree approval has been received.
2. Graduated Student (Degree approved by the Institute Council)		
2.1 Transcript approved and granted by the Institute Council	2 - 4 business days following the request and the payment approval	The requested document(s) shall be issued after the student has officially graduated.
2.2 Letter of Certifying Graduation		
2.3 Translation of Degree Certificate (A copy of the degree Certificate must be enclosed. Online request is not available.)	2 - 4 business days following the request and the payment approval	-