



Guide to Enrollment for New Undergraduate Students
King Mongkut's Institute of Technology Ladkrabang
International College, Quota Admission / Direct Admission / CUAS
Academic Year 2017

All undergraduate students admitted for entry to **International College**, please proceed as follows:

- Check your name and student ID number at www.reg.kmitl.ac.th on 18 July 2017

Enrollment Schedule		
Date and Time	Program	Location
Thursday 27 July 2017 13.00 - 15.30	- Software Engineering - Engineering and Technology Management	KMITL Main Auditorium
Required Documents		
<ol style="list-style-type: none">1. Completed Student Registration Record (KMITL-1 Form): Fill out the form at www.reg.kmitl.ac.th during 18 - 24 July 2017 and print out one copy (no need to attach your photo). *** Please make sure that you enter your correct mobile phone number in your registration record. Your IT username/password will be sent to you via SMS to the provided phone number.2. Completed Medical Check-up Form: Download the form at www.reg.kmitl.ac.th and take it with you to a (public or private) hospital to perform a medical check-up. The completed form must bear the hospital stamp. Please fill in your student ID number in the top-right corner of the form.3. An original copy of your final academic transcript of your high-school study (or an equivalent evidence) and two photocopies (both sides of every sheet): Your transcript must contain the academic records for your entire study period at the high school level (6 semesters for Thai schools) and the date of graduation. The original copy of your transcript will be returned to you after inspected by the university staff.4. A photocopy of your national ID card (or, in case of non-Thais, the photo page of your current passport)<ul style="list-style-type: none">• You will <u>not</u> be allowed to process the enrollment if you do not provide all the required documents listed above.• Please sign and date every photocopy page to certify its authenticity.		
Enrollment Procedure		
On the day of the enrollment at the location specified above: <ol style="list-style-type: none">1. Report to the staff in charge of inspecting your documents2. Check your name and personal details in your registration record3. Fill in the IT Account Request Form and other necessary forms		
Student ID Card		
Your student ID Card also functions as a bank ATM card. To get your card issued, you are required to open a new bank account and have your photo taken. The bank account that you open will be used for depositing your tuition fee in each subsequent semester. Please note that the photo service provided by the bank is <u>free of charge</u> . There is no need to bring your own photo.		
Date and Time for Bank Account Opening	Program	Location
Thursday 27 July 2017 09.00 – 11.30	- Software Engineering - Engineering and Technology Management	The Cafeteria and Rooms C101-C104 at the Prathep Building Complex

Required Documents for Bank Account Opening

1. A photocopy of your national ID card (or, in case of non-Thais, the photo page of your current passport)
2. Name-change certificate (if any)
3. ATM card fee 200 Baht (covering 5 years)

Procedure for Requesting your Student ID Card

Go to the service desk at the location specified above:

1. Fill out the application form for opening a bank account. Make sure that the information provided is correct and complete, including your contact phone number.
 2. Have the completed application form together with the supporting documents listed above inspected by the bank staff. An incomplete application will be rejected.
 3. Submit your complete application and pay the ATM card fee (200 Baht)
 4. Go to the photo booth serviced by the bank to have your photo taken (free of charge)
 5. Receive a collection ticket to be used when collecting your book bank and ATM/Student card
- * Important *** The date and time when your ATM/Student card and book bank are available for collection will be announced on www.reg.kmitl.ac.th. You must bring your collection ticket with you when collecting your ATM/Student ID Card and book bank.

Note

1. If you lose your book bank, a new one can be issued for a fee of 100 Baht.
2. If you lose your ATM/Student ID Card, a new one can be issued for a fee of 200 Baht.
3. If you forget the personal code for your ATM card, you will need to get a new card for a fee of 200 Baht.

Course Registration

The Office of the Registrar has registered all the courses that you are to take in Semester 1/2017 according to the recommended study plan of the program, **except** for the elective courses, which you are required to choose and register by yourself during the course registration period (can be done online).

Note

- New undergraduate students are not permitted to take a semester leave in the first semester.
- The receipt for your tuition fee payment can be obtained upon request at the Finance Office on the 3rd floor of the President's Office Building after the semester begins.
- The document for reimbursement processing can be printed from www.reg.kmitl.ac.th, (under Document & Information Download).

Uniform and Dress Code

On the day of the enrollment, you are required to wear the university's student uniform. Please see below for the uniform regulation. **Exception:** University neckties (for males) and university pin (for females) will be given at the inauguration ceremony on 17 August 2017 and do not need to be worn on the day of the enrollment.

Student uniforms can be purchased at the sales outlets within KMITL (see below for the location of each outlet) or at retail stores outside the university. University belt buckles (for males) and university blouse buttons (for females) can only be purchased at the outlets within KMITL.

Student Uniform Regulations

For Male Students:

1. White dress shirt (with collar), reasonably opaque, full-length opening with buttons at the front, either short or long sleeves
2. University necktie, to be given at the new student inauguration ceremony on 17 August 2017
3. Black or dark navy-blue dress pants with belt loops, not slim-fit, worn with the shirt tucked in
4. Black leather belt with university belt buckle
5. Black leather dress shoes, no ornamental patterns

For Female Students:

1. White dress shirt (with collar), reasonably opaque, full-length opening with university buttons at the front
2. University pin, to be given at the new student inauguration ceremony on 17 August 2017
3. Black or dark navy-blue A-shaped or straight skirts, knee length or longer, no ornamental patterns, worn with the shirt tucked in
4. Brown leather belt with university belt buckle
5. Black leather dress shoes, no ornamental patterns

Student Uniform Sales Outlets – Locations and Opening Periods

No.	Faculty / College	Date / Time / Location
1	Engineering and Aeronautical Engineering and Commercial Pilot	1st Round: 23 June (09.00 – 16.00) @12-Story Integrated-Learning Engineering Building 2nd Round: 19 – 24 July (09.00 – 16.00) @Engineering Student Club 3rd Round: 26 July (09.00 – 16.00) @KMITL Main Auditorium
2	Architecture	1st Round: 01 July (09.00 – 16.00) @Ajarnprasom hall 2nd Round: 14-15 July (09.00 – 16.00) @Faculty of Architecture Cafeteria
3	Industrial Education	1st Round: 27 – 30 June (09.00 – 16.00) 2nd Round: 11 – 15 July (09.00 – 16.00) @Industrial Education Student Club
4	Science	1st Round: 10 – 11 June (09.00 – 16.00) 2nd Round: 23 – 25 June (09.00 – 16.00) 3rd Round: 15 - 16 July (09.00 – 16.00) @Prachom Klao Building, Faculty of Science
5	Agricultural Technology	20 – 29 July (08.00 – 17.00) @Klang-Naam Cafeteria, Faculty of Agricultural Technology
6	Agro-Industry	1st Round: 23 June (09.00 – 16.00) 2nd Round: 22 – 23 July (09.00 – 16.00) @Room D411 Chao-Khun Taharn Building, Faculty of Agro-Industry
7	Information Technology	1st Round: 03 – 06 July (09.00 – 16.00) 2nd Round: 19 – 20 July (09.00 – 16.00) @Main Hall, Faculty of Information Technology
8	Administration and Management	15 – 17 July (09.00 – 16.00) @1 st floor of Computer Service Center Building
9	Liberal Arts	21-26 July (09.00 – 16.00) @Pratep building
10	International College	28 June (09.00 – 16.00) @55 th -Anniversary Chalermprakiet Building
11	College of Advanced Manufacturing Innovation	17 July (09.00 – 16.00) @55 th -Anniversary Chalermprakiet Building
12	Nanotechnology College	1st Round: 24 - 25 July (09.00 – 16.00) 1st Round: 27 - 28 July (09.00 – 16.00) @Nanotechnology College KMITL