

Recommendations for online matriculation for undergraduate of King Mongkut's Institute of Technology Ladkrabang Academic year 2021

Applicants who are eligible to enroll at King Mongkut's Institute of Technology Ladkrabang. You must confirm their eligibility via enrollment confirmation system for Undergraduate and complete payment of the confirmation fees (first semester's tuition fee in advance). You can matriculate as a student of the institution by submitting a full academic transcript (the graduation document must show a graduation date to be considered as the completed document) and submitting other documents as specified by the institute. If you do not take the required steps, the institute assume you still have not matriculated as a student of the institution. Detail of the required document and schedule are as follows.

1. Online Matriculation Schedule

Admission Type	Date
TCAS 1 (Thai Program only)	1-8 June 2021
TCAS 2 (Thai Program only)	11-18 June 2021
TCAS 3 / International Program / High Vocational certificate towards bachelor's degree / Vocational Premium Program	22-30 June 2021
TCAS 4 / International Program / High Vocational certificate towards bachelor's degree / Vocational Premium Program	2-4 July 2021
Direct Admission Extra Round / Defer / Delay Matriculation	24-27 July 2021

2. Required Documents to be prepared.

2.1 A full academic transcript that shows the grade of Mathayom 4 - 6 (front and back sides of the transcript with graduation date) issued by the school with the school's seal or evidence showing academic qualifications or certificate of graduation from high school or equivalent.

2.2 Identification card (foreign students can use passport that has not expired on the matriculation date).

2.3 Evidence of name/surname change (if any).

2.4 Confirmation letter for matriculation and data authentication (downloaded via www.reg.kmitl.ac.th/matriculation).

2.5 A letter of consent for use and disclosure of information (downloaded via www.reg.kmitl.ac.th/matriculation).

2.6 Other evidence as specified by the Office of the Registrar (if any) such as evidence item 2.1 document that is not Thai or English, you have to make a copy of the translated version in Thai or English.

2.7 Student photo file.

Documents in items 2.1-2.3 and 2.6 must be copied along with the signature, please write “certified true copy” on every page.

Eligible applicants can load the form of item 2.4 and 2.5 and instruction for preparing photo to be uploaded into the online matriculation system at www.reg.kmitl.ac.th/matriculation.

3. Online Matriculation Procedure

Recommendations for online matriculation can be done as follows.

3.1 Login to the online matriculation system at www.reg.kmitl.ac.th/matriculation

3.2 Fill in the information of student (KMITL No. 1 form) through the online matriculation system of the Office of Registrar (www.reg.kmitl.ac.th/matriculation) within the date and time specified by the Office of Registrar. The information must be correct, complete, and truthful in all respects.

3.3 Prepare documents for upload with the instructions as following.

3.3.1 The photocopies of documents in items 2.1 to 2.3, on each page of A4 size paper, some items may have more than one page. The photocopied documents must be able to clearly read or see all information. You need to separate files according to the document type (items 2.1 to 2.3), which you do not have to send the original documents.

* Sign to certify the document as a true copy on every page.

* Photocopies documents on every page. Except for an ID card, a copy must be made only on the front of the card. In the case of a foreigner, you must make a copy on the page of the passport holder information, including the page that has been renewed (if any).

3.3.2 Print out documents according to items 2.4 to 2.5 to fill out the information and sign to certify the document as a true copy. In case of minors (under 20 years of age), you must have the signature of your father, mother, or guardian on the document.

* You should sign on the paper document that able to read or see all information clearly.

** Not recommended to use an electronic signature. (In order to comply with the announcement of King Mongkut's Institute of Technology Ladkrabang of the matriculation as a student of undergraduate and graduate students).

3.3.3 According to item 2.6, any other evidence has to make a copy or fill in the information together with a signature to certify the true copy or certify the information, as the case may be.

3.3.4 Any evidence that is not Thai or English, have to make a copy of the translated version in Thai or English together with the signature to certify the true copy.

3.3.5 Take photos or scan documents as PDF or JPG format, the file size is not more than 2 megabytes (MB). And then import (Upload) all document files into the online matriculation system.

3.4 To take student photograph

There are 2 parts of the instructions for preparing photograph for online matriculation as an introduction on clothes and prepare to take a photo are as follows.

3.4.1 Dress up for a photo shoot.

You can wear a (KMITL) student uniform or white shirt, do not compulsory button up with the institute's symbolic button or necktie with the KMITL's symbolic because students may not have the uniform.

Regulations of clothes for taking a photo to make a student ID card (Undergraduate Level).

Female student (Undergraduate)

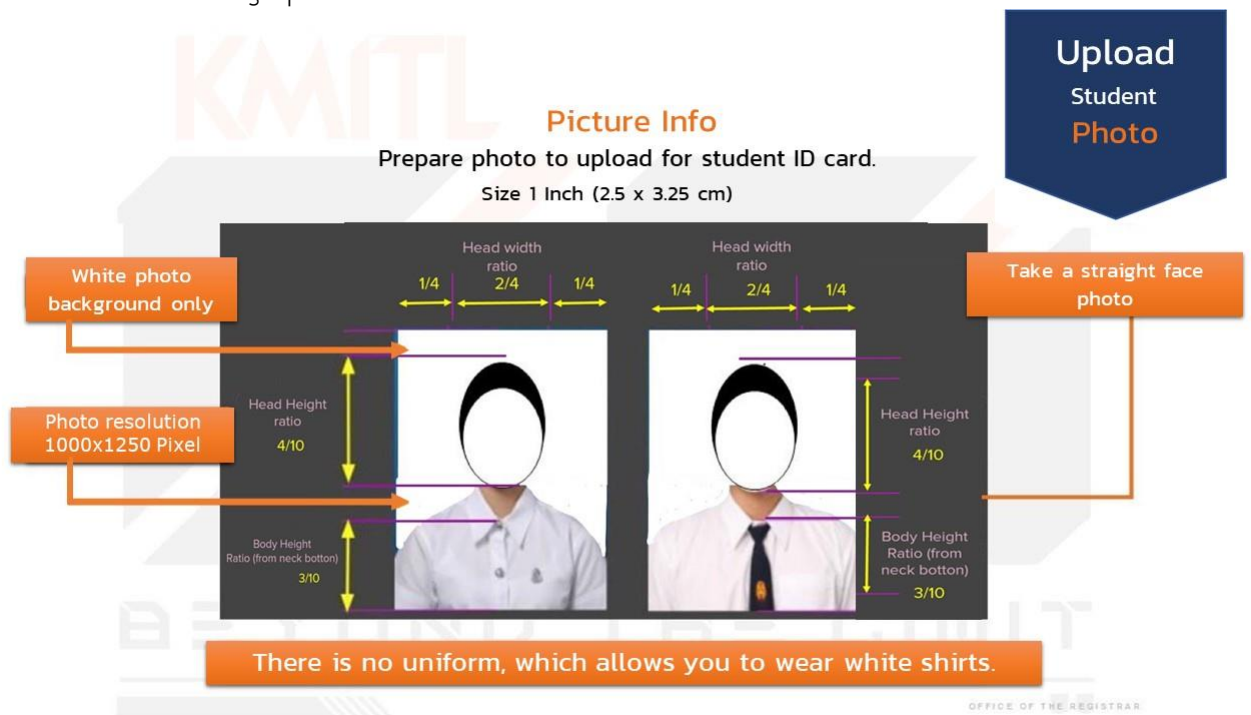
1. Wear a KMITL student uniform (if any) or wear a polite white shirt and button up the collar.
2. Polite hair style and hair color (Long hair must keep your hair tidy).
3. Do not wear glasses and accessories.
4. Muslim students who wear hijab (Student must wear a polite color such as white or black).

Male student (Undergraduate)

1. Wear a student uniform (if any) or wear a polite white shirt and button up the collar.
2. Polite hairstyle and hair color. No mustache and beard.
3. Do not wear glasses and accessories.

3.4.2 There are 2 parts of the instructions for preparing photographs for matriculation.

3.4.2.1 Using upload file.



3.4.2.2 Taking a photo through the online matriculation system

If you do not have a photo file, you can use the shooting menu directly through the online matriculation system. You must operate the system through a device that has a camera ready to use (recommended device a mobile phone). You can do this process only during the online matriculation period.

3.5 Please check the accuracy and completeness of your information. And then, upload documents before press to confirm the matriculation.

3.6 After you confirmed your matriculation, the staff will check the accuracy of your information and documents. After that, you have to check your matriculation in the system again within 5 working days, count from the date of confirmation of the matriculation. If there are errors or incorrect documents, you have to edit your document completely, before will be the completion of the matriculation process.