

## Request TGGGS to Send the KMUTNB Degree Certificate by Post

### Please read carefully before filling out information.

1. This form is **only for the student who DO NOT wish to receive the degree certificate from the hand of HRH Princess Maha Chakri Sirindhorn on the commencement day** in Bangkok, Thailand.
2. The degree certification will not be available until after the commencement day due to the Royal House Regulations. The commencement day will be held once a year around November-December each year depends on the Royal House. This means that **the student will receive the degree certificate around 1-2 years after the completion of the TGGGS graduation requirement, depending on which semester the student has graduated.** TGGGS cannot determine the exact date to receive it. If you need the certificate to confirm your graduation status prior that day, please send TG 93-Request Form for the TGGGS Unofficial Student Certification and Unofficial TGGGS Transcript to [academic@tggs.kmutnb.ac.th](mailto:academic@tggs.kmutnb.ac.th)
3. Typewritten is preferred. If handwritten, the form must be legible and completed in blue ink.

### How to receive the degree certificate

1. The student who would like to have the degree certificate is required to pay the fee of 1,300 THB to KMUTNB. The information on how to pay, when to pay, and other information about the commencement day and the degree certificate will be sent by Ms. Thanunpon Songmuangsuk <[thanunpon.s@tggs.kmutnb.ac.th](mailto:thanunpon.s@tggs.kmutnb.ac.th)> once the university announce the date of the commencement day. **Please wait until you receive the email before making any transactions.** After the payment is transferred, please send the bank transfer slip or proof of transfer to [academic@tggs.kmutnb.ac.th](mailto:academic@tggs.kmutnb.ac.th).
2. After the student pays the fee, TGGGS will process it with the KMUTNB Registrar Office. **This would take approximately 1-2 months to receive the document.** **If the student needs the degree certificate urgently, the student or a student representative must pay the degree certificate fee in CASH at TGGGS Academic Affairs office. In approximately 2-3 days, the student or a student representative can pick up the degree certificate at the TGGGS Academic Affairs Office in person.**

### Delivery Disclaimer

1. The student is not required to pay the shipment fee.
2. TGGGS send the degree certificate by post **to the student living abroad only.** **The student living in Thailand must pick up documents in person at the TGGGS Academic Affairs Office.**



3. TGGGS will send the degree certificate to the student via **Thailand Post Service**, which takes approximately **1 week to 1 month for delivery**. **If the student needs the degree certificate urgently, the student must pick it up in person at the TGGGS Academic Affairs Office or assign someone to pick it up on the student's behalf and deliver it to the student. The student must be responsible for delivery expenses.**
4. The student agrees and accepts that the courier and delivery service through which the degree certificate is sent to the student by TGGGS is operated by a third-party postal or courier service. TGGGS does not control or operate any postal or courier company, neither does it control or operate any facility or service provided by the postal or courier company. TGGGS or any of its staff, lecturers disclaim any and all liability for any loss or damage caused to the student in the event that his/her documents are delayed/ misplaced/ lost/ damaged by the postal or courier company, whether such delay/ misplacement/ loss/ damage result from negligence, accident, or any other cause. In no event shall TGGGS or any of its staff, lecturers be liable for any direct, indirect, punitive, incidental, special, consequential damages or any damages whatsoever due to such delay/ misplacement/ loss/ damage of the documents. Any pursuit of documentation, liaison with the postal or courier company, or any claim for damages against the postal or courier company must be undertaken by the student himself or herself.
5. In case of lost documents and the student would like to request a new copy of the document. The original document cannot be reissued by the university; **only the REPLACEMENT document(s) can be issued**. The student is responsible for the cost of issuing the document(s). To request the replacement document(s) from the university, the student must send/submit a TG91 form, **along with a copy of the police report issued by the police station in the country where the document(s) was lost** to TGGGS Academic Affairs.

By submitting this document to TGGGS, you agree and accept to all of the terms, conditions and agreements listed.

**\*Required information**

## TGGGS Student Information

**First Name\***

**Middle Name**

**Family Name\***

**Gender\***     Male     Female

**Nationality\***

**TGGGS E-mail Address\***

**TGGGS Student ID Number\***



<b>TGGS Degree*</b> <input type="checkbox"/> Master <input type="checkbox"/> Doctoral
<b>TGGS Study Program*</b>
<b>Scholarship Type*</b> <input type="checkbox"/> TGGS-DAAD <input type="checkbox"/> KMUTNB Full-Tuition Fee Waived <input type="checkbox"/> KMUTNB Partial-Tuition Fee Waived <input type="checkbox"/> Self-Support <input type="checkbox"/> Other Scholarship (please specify).....

<b>Address you would like TGGS to send the degree certificate</b>	
<b>Recipient name*</b>	
<b>Address*</b>	
<b>City*</b>	<b>Country*</b>
<b>Zip code*</b>	
<b>Telephone number*</b>	
<b>Student's Signature*</b>	<b>Date*</b>