The Sirindhorn International Thai-German Graduate School of Engineering
King Mongkut's University of Technology North Bangkok
1518 Pracharat 1 Road, Bangsue, Bangkok 10800, Thailand
Phone: +66 2555 2000 ext 2931
Fax: +66 2555 2937
www.tggs.kmutnb.ac.th

Application Guidelines

For TGGS-DAAD Scholarship

◇ **Section 1: General Information about Application System**

- **This application system does not automatically save your data and documents in each step.** Please ensure that you have all required documents and information ready before proceeding.

- Before filling out the application form, **review the list of required documents for upload and prepare them in advance.**

- **If you leave the application page before confirming your submission, your entered data will not be saved.** You will need to **restart the application process**, including re-entering all information and re-uploading the necessary documents.

> **IMPORTANT NOTE: APPLICANTS ARE ALLOWED TO APPLY FOR ONLY ONE FIELD OF STUDY. IF AN APPLICANT APPLIES FOR MORE THAN ONE FIELD, THEIR APPLICATION WILL BE REJECTED.**

◇ **Section 2: Application Process and Information Submission**

☑ **2.1 Document Preparation Before Applying**

Please ensure that you have all the required documents ready before applying. **The system only accepts PDF or JPEG files with a maximum size of 5 MB.**

Required documents*:*

- **Motivation Letter***
- **Curriculum Vitae (CV) or Résumé***
- **Official Copy of Transcript***

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- **Official Certificate of Graduation**

- **An official copy of a valid English proficiency test result*** **–** Please visit:

  https://tggs.kmutnb.ac.th/admission-info for the list of English test results accepted by DAAD.

  Other English test results, including English equivalency certificates, will not be accepted.

- **Copy of National ID Card or Passport***

- **Letter of Recommendation 1*** – *TGGS accepts all formats of the Letter of Recommendation.*

- **Letter of Recommendation 2*** – *TGGS accepts all formats of the Letter of Recommendation.*

- **Other Documents** (e.g., Certificate of Employment, Training Certificate, etc.) (if any)

- **Degree Verification:** Please refer to the additional information in the APPENDIX regarding Degree Verification.

✎ *Note:* Applicants must upload all required documents marked with (*); otherwise, the system will not allow submission.

☑ **2.2 Completion of Online Application Form**

- Applicants are allowed to apply for only **one field of study**.

- Personal information (e.g., **First Name, Middle Name, Family Name, Date of Birth**) must match the details on the **National ID Card or Passport**.

- The **phone number** and **email** provided must be valid and accessible.

- The **mailing address must be an address where you can receive documents from TGGS.** If an incorrect address is provided and documents are not received, TGGS will not be responsible.

- Please review all the information carefully before submission. **Once confirmed, you will not be able to edit your application.**

- Fields marked with (*) must be completed; otherwise, the application cannot be submitted.

✎ *Note:* After you have submitted your application, you will not immediately receive the "Application File." The system will display the message "File not found" initially. **You will only receive the application file once we have reviewed your application, and the "Application Status" is marked as "Completed."**

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◇ **Section 3: Application Status Check**

☑ **3.1 Tracking Your Application Status**

- After submitting the application, applicants can track their application status through the online application system by clicking the "**Status"** button.

- Possible status updates:

  Waiting: Waiting for the authorities to review the application.

  Incomplete: The application is not complete.

  Completed: The application is complete.

  Rejected: The application has been rejected by the authorities.

  Cancelled: The application has been cancelled by the applicant.

☑ **3.2 Email Notifications**

- Applicants will receive an email notification if their status is **Incomplete, Completed, Rejected,** or **Cancelled**.

- If no email is received, please check the **Junk** or **Spam** folder.

- If corrections are required, applicants must complete them within the given timeframe; **failure to do so may affect the application status.**

📌 *Note:* **Please check your application status regularly through the online system or your email** to avoid missing important notifications.

◇ **Section 4: Announcement of Selection Results**

- TGGS will announce the list of selected candidates on the website. Selected candidates will receive an email from TGGS containing the necessary information to confirm their admission.

- To check the admission timeline, visit https://tggs.kmutnb.ac.th/ and scroll down to the **"ADMISSION TIMELINE"** section.

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APPENDIX

Degree Verification

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Degree Verification (English Version) Requirement
for those who graduate from institutions outside Thailand

What is Degree Verification?

Degree verification serves as evidence that the applicant's degree or academic qualification is genuine and recognized by the issuing institution.

This verification typically includes essential details such as the applicant's name, course name, and graduation date to confirm that the degree or academic qualification is accurate and officially issued.

Submission Deadline

The required documents must be submitted **by the application deadline as specified on the TGGS website.**

If TGGS receives the degree verification after the application deadline, or if it is not received, the application will be considered incomplete and rejected.

How Can Applicants Verify Their Degree with TGGS?

Applicants may choose one of the following methods for degree verification. To complete the process, at least one of these methods must be submitted to TGGS by the application deadline as specified on the TGGS website:

1. **Online Degree Verification** – An online system provided by the university or relevant authority to verify the authenticity of the applicant's degree. Applicants must complete the required information in the designated section at the TGGS Online Application System.

2. **Verification from the Registrar's Office** – An official document issued by the university's registrar's office confirming the authenticity of the applicant's degree and ensuring that it was issued by an accredited institution.
   Requirements:
   o   Must be issued by the registrar's office.
   o   Must include the university's official seal/stamp and the signature of an authorized official.
   o   Must confirm the details of the degree and the university's accreditation status.
   o   If issued in a language other than English, an official translation must be provided.

3. **Degree Verification Letter** – An official letter issued by the university or relevant authority confirming the applicant's graduation as stated on their diploma. This document typically includes:
   o   Applicant's full name
   o   Degree title and field of study
   o   Date of graduation
   o   Name and accreditation status of the university
   o   Signature and official seal/stamp of an authorized official (e.g., registrar, advisor, dean, etc.)

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Requirements:

- o   Must be printed on the official letterhead.
- o   Must contain an authorized signature and official seal/stamp.
- o   If issued in a language other than English, an official translation must be provided.

📄 *Helpful Forms*

TGGS provides a standard request form at the end of this document to facilitate the university or relevant authority.
If the university or relevant authority does not have a template for issuing a Degree Verification Letter, they may use the form we have provided.

Submission Methods for Verification from the Registrar's Office or Degree Verification Letter

1. **By Official Email**
   - o   The university official or relevant authority must send the document directly to TGGS **USING THEIR OFFICIAL EMAIL DOMAIN** at admissions-inter@tggs.kmutnb.ac.th

2. **By Postal Mail**
   - o   The document must be **PHYSICALLY SIGNED** and bear the official stamp or seal of the institution.
   - o   It must be sent **directly from the university official or relevant authority** (as verified by the sender's address on the envelope).
   - o   The document must be enclosed in a **sealed envelope**, with the institution's stamp, seal, or the signature of an authorized official **across the back flap**.

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Name of Institution
Address

Address for Postal Mail

To:

TGGS Academic Affairs
Room number 303, 3rd floor, TGGS Building
The Sirindhorn International Thai-German Graduate School of Engineering (TGGS)
King Mongkut's University of Technology North Bangkok (KMUTNB)
1518 Pracharat 1 Road, Wongsawang, Bangsue, Bangkok 10800, Thailand
Tel: +66 (0) 2 555 2000 ext. 2931
Website: www.tggs.kmutnb.ac.th

**The institution's
stamp, seal,
or the signature**

VERY IMPORTANT NOTES

- **Applicants are responsible for any fees incurred** for document processing and delivery (if applicable).

- **Do not send original documents.** TGGS does not require original copies.

- **Documents sent by applicants or third parties are NOT acceptable.**

- **TGGS must receive the degree verification letter by the application deadline**; otherwise, the application will be considered incomplete.

Note to authorized official:

It must be sent to TGGS directly from the university official or relevant authority.

I hereby certify that the information given below is true and accurate.

Name of the student: _____

Student ID: _____

Gender: _____ Date of birth: _____ Nationality:_____

University / Institution name: _____

_____

Date of admission: _____ Date of graduation: _____

Degree conferred: _____

Medium of instructions: _____

Name of official completing form: _____

Title: _____

Address: _____

City: _____ Country: _____ Postal Code: _____

Telephone: _____ Fax: _____

Email: _____

URL: www._____

_____   _____   _____

        Signature   Seal or Stamp   Date