

Important Notice: Academic Schedules after Final Exams and How to Request for an official transcript of records from KU

4 ข้อความ

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4 พฤษภาคม 2567 เวลา 18:51

Dear Exchange students from partner universities,

I hope you guys are doing well and ready to fly back home after the final examinations. I would like to let you know that the current semester will be officially finished on **13 May 2024**. Please take note of the following 2 parts of this message including "Academic schedules after final examinations" and "How to Request for an official transcript of records from KU" **before your departure to your home country**.

Academic schedules after final examinations

Here is the university academic schedule for the rest of the current semester.

Last Day of Classes	28 April 2024
Final Examinations Period	29 Apr - 10 May 2024
End of Semester	13 May 2024
Last Day to Submit Grade Reports for Instructors	20 May 2024
Last day to Change Grade "I" and "N"	19 June 2024

Note

- Last day to submit final exam grade reports for lecturers is on **20 May 2024**. You can later check all of your grades online from [My KU system](#) using the Nontri account and password as for your Internet access on campus.
- For the student who specially requests for an Official Transcript of Records with me, it can be received only after all of your grades are announced. The expected time to receive the digital copy of your results via email will be around **the middle of June 2024 or earlier**.
- Please always check your grades after **20 May 2024**. In case you get a grade of "I" or "N", it means that you haven't completed the course (maybe because of the quiz/test in class or assignment). Please contact the lecturer immediately to amend your grade. Otherwise it will automatically turn to grade "F (fail)" after **19 June 2024**.
- **You may return to your home country as soon as you finish all final exams. No need to stay until 13 May 2024.**

How to Request for an official transcript of records from KU

Please note that **KU Office of Registrar will not send a hard copy of the official transcript anymore according to the university policy**. For exchange students who would like to check your grades/results of every course enrolled at KU, **you must choose one of the following choices**.

1. I don't need an official grade report from KU. Checking results online via KU website is enough.

If you choose this choice, you don't need to do anything. You can later check all of your grades online from [My KU system](#) using the Nontri account. **Please note that KU WILL NOT send an email or a digital copy of the grade report to you. You can only see the grades ONLINE.**

2. I need a digital copy of the official grade report from KU for my home university to validate my exchange semester, credit transfer or scholarship.

If you choose this choice, **you must specially request for an official grade report from KU by following the instructions below BEFORE LEAVING Thailand**. The grade report will be later sent electronically to the specific email you provided to me in a PDF format around the middle of June 2024 or earlier. Please see an example of the official grade report [here](#).

STEP 1 >> Pay for the transcript fee of 20 THB as requested by the KU Office of Educational Services by choosing one of the payment methods below

[Payment via internet banking](#)

For students who have a local bank account in Thailand only, please transfer the fee of 20 THB to my bank account below. I

will later pay the fee for you in June 2024 after the final grade announcement.

Bank:

Account name:

Account number:

Pay the fee by cash in person

In case you don't have your own bank in Thailand, you may come to meet me at my office to pay the transcript fee directly in person **before leaving Thailand**. Please make sure to let me know your visit in advance. The office hours are from 08.30 am to 4.30 pm on weekdays only.

STEP 2 >> Confirm your payment and inform me of the specific email you would like to receive a PDF of grade report using the Google form "Request for KU Official Transcript" below.

>>> <https://forms.gle/BvgrbF6EvKseeqZYA>

Kindly confirm receipt of this email and let me know your choice. If you do not reply, I will automatically select CHOICE 1 for you by 31 May 2024.

Lastly, thank you for spending your semester abroad at the Faculty of Economics. I hope you enjoy your stay in Thailand and have a safe flight back home. Should you have further questions, please feel free to contact me via email or phone number 025792800

Regards,

Wanida

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