

Important Steps

New International Students

Undergraduate, Master's, and Ph.D. Students.

It is important that you complete each step and submit the required documents within the first week of classes.



Kasetsart University International College (KUIC)

Floor 6, Rapee Sagarik Building, 50 Ngam Wong Wan Rd., Ladyaow, Chatuchak, Bangkok 10900

Map: <https://goo.gl/maps/1tNWim658icZzWe29>

Undergraduate Students (Full time and Exchange)

Step 1. Contact your KU advisor, your faculty coordinator, or KUIC coordinator.

See your Letter of Acceptance... it lists your advisor/faculty coordinator.

Step 2. If you do not yet have **health, medical, and accident insurance coverage** (from your home university or family) that is valid for the entire duration of your studies at KU, you must buy an approved health insurance policy. Please contact kuic@ku.th

Step 3. Join: **KUIC Facebook**

Link: <https://www.facebook.com/kuic.kasetsart>

Step 4. Register your New Student Information at <https://isea.ku.ac.th/STDWeb/> (KUISEA)

Fill out the Student Personal Data on this website.

You can download the bill payment for the tuition fees.

- If you are an **exchange student**, attach a copy of the proof of **KU tuition fees waived** announcement (you can get it from your KU faculty coordinator or your KU advisor) or **proof of your KU tuition fees payment**.

Your KU Student ID number is at the top left-hand side of the page in the box "Student Code"

**** IMPORTANT:** *On the first page of KU-ISEA, it will require your passport number and PIN CODE*

First-time login the PIN CODE is NOT required; the system will generate for you a personal PIN CODE.

*Any subsequent sign-in will require the CODE ... so you must note your PIN CODE or capture the PIN CODE for subsequent logins ... don't lose it! ***

Step 5. WI-FI on Campus. Complete the online form visit

- Activate your Nontri Account (<https://accounts.ku.ac.th/public/activate>)

Nontri Account is the official KU communication network that provides your official KU email account, KU gmail, and access to KU internet.

You **MUST use this official KU account**

- official KU communications
- access to Google Classroom ... used for online classes

Your information will be used to locate and activate your user account.

Complete ALL parts of the process, or your account will not be activated.

Guidelines to activate KU accounts <http://ocs.ku.ac.th/new/news/2559>IDM.001.pdf>

Step 6. KU Student ID Card

STEPS for Full time degree students only

Prepare a photo file to make your KU Student ID card, per the instructions.

6.1 Take a picture at the Photo Service Center. You can go to any Photo Service Center convenient to you.

Link: <https://goo.gl/maps/M8Tp5o4R4mBS2yYr8>

6.2 Show the photo specifications (details below) to the photo service center; they will provide you with the correct file of the photo. (Only the photo file is required; additional services are up to you)

Photo size 500 X 631 PixelsSize 500 X 631 pixels

Resolution 72 to 300 Pixels / inch

File size not less than 100 KB

Gray background, Code colour : #a8adad (c3 m0 y0 k32)

Filename .jpg

Other requirements

- Please wear a white shirt with the top button fastened
- Polite hairstyle
- Do not wear glasses and accessories

6.3 Use the photo file and upload it on the website: <https://isea.ku.ac.th/STDWeb/>

The university will use your uploaded file to produce a student card.

6.4 When the KU Student ID card is ready, KUIC will inform you.

You must show your original passport to receive the card.

KU Student ID Card

STEPS for Exchange visiting students only

Submit a photo and provide the information requested at:

https://docs.google.com/forms/d/e/1FAIpQLSc8L78ElucvUnkjXsGhnlTpf4K8NH30j-5K_5n3UJ4GvhC8w/viewform

Step 7. Visit or Contact (via email) your Faculty/Department Office

(see your Letter of Acceptance... it lists your advisor/faculty coordinator)

- Make an appointment with your **Advisor or Director of your degree program.**
- Confirm your **Plan of Study (course selections)**

Determine courses that you need to take each semester.

Fill out the Registration KU1 Form

* KU1 Form – must be signed by the Instructor of each course and by your Advisor.

(Students can send the KU1 form via email to get the Advisor's signature; electronic signatures are acceptable, via email.

Contact the staff at your faculty to help in reaching Advisor/Instructors).

Step 8 Complete Enrollment

Step 8A Course Enrollment Online (for fulltime student)

Complete Enrollment Online.

- ✚ Undergraduate: <https://my.ku.th/login> Graduate
- ✚ Programs: <https://inter-regis.ku.ac.th/>

If you are not able to complete the class enrollment online, bring your KU1 Form to the KUIC Office or submit it via email: admission.kuic@ku.th, with proof of tuition payment.

***Partners university student (fulltime/exchange/visiting student)** have to submit the KU1 Form to the KUIC Office or submit it via email: admission.kuic@ku.th

Enrollment due date: 8 - 17 January 2024

Step 8B You can Add or Drop Courses using the online system. If you are not able to complete Add/Drop online you may fill out **Add or Drop Course Form (KU3)**

The instructor of each course and your Advisor must sign the KU3 Form. (Students can send the KU3 Form to get your advisor's signature, electronic signatures are acceptable, via email).

- Submit the KU3 Form via email: admission.kuic@ku.th

Add/Drop due date: 2 February 2024

Step 9C Enjoy your class studies! Study hard and prepare for a rewarding career!

If you have the questions you should contact:

<u>Subject of Question</u>	<u>Who to Contact</u>
Academic Program/Selecting Classes	Academic Advisor (<i>see</i> Letter of Acceptance) or International Staff at your faculty
Buying Medical/Health Insurance	Kasetsart University International College (KUIC) kuic@ku.th
Orientation for new international students	Kasetsart University International College (KUIC) kuic@ku.th
Visa	visa.kuic@ku.th
International Student Activities	Kasetsart University International College (KUIC) kuic@ku.th
Accommodations	https://kuic.ku.ac.th/accommodations/
Information about life in Thailand	Your new Thai Buddy
Best food canteen/cafes on campus	Your new Thai Buddy

