

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>

Master's and Ph.D. Students (Full Time and Exchange/Visiting Student)

Step 1. Fill in new student report and upload the required documents, including your photo:

<https://mis.grad.ku.ac.th/reportto/en>

After you complete this process, contact Ms. Kanokkorn via email: fgrakkc@ku.ac.th

The Graduate School staff will verify your information.

Step 2. The Graduate School staff will make an appointment so you can go to pick up your "Student ID Card."

Two Options: you can go directly to the Graduate School, or the ID Card can be delivered to your address.

Making the Graduate ID Card - Dress Code.

Male Students: Light-colored shirt with collar, necktie

Female Students: Light-colored blouse with collar

Step 3. WIFI on Campus. Complete the form online

- 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 your official KU account for official communications (and access to Google Classroom). Your information will be used to locate and activate your user account (be sure to complete the process, or your account will not be activated properly).

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

Step 4. Contact your KU advisor, faculty coordinator

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

*Health, Medical, Accident Insurance valid for the duration of your studies is mandatory. 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 5 Join: **KUIC Facebook**

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

Step 6. Visit or Contact (EMAIL) your Faculty/ Department Office

Make an appointment with your Advisor or the Director of your degree program.

Confirm your "Plan of Study" (Plan A.1, Plan A2 or Plan B)

Students can contact them via email.

- Determine courses that you need to take each semester
- Fill out Registration KU1 Form

* KU1 Form – must be signed by the instructor of each course and by your Advisor. (Students can send the KU1 form to get your advisor's signature ... Electronic signatures are acceptable via email.

The staff at our faculty can help you to contact your Advisor/Instructors)

Complete Enrollment

Step 8A **Course Enrollment Online (for fulltime student)**

Complete Enrollment Online.

📌 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 to Ms. Somruedee via email: somruedee.song@ku.th, with proof of tuition payment.

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

For the due date of submit registration please contact Ms. Kanokkorn via email: fgrakkc@ku.ac.th

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

For the due date of submit registration please contact Ms. Kanokkorn via email: fgrakkc@ku.ac.th

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

If you have the questions you should contact:

Subject of Question	Who to Contact
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
