



## Mahachulalongkornrajavidyalaya University Announcement on the Education for International Students B.E. 2552

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In order to manage the education for international students at Mahachulalongkornrajavidyalaya University to proceed in order, efficiently, and to meet the objectives of the University

Be it therefore under the power in accordance with the statement of Section 22 (9) of Mahachulalongkornrajavidyalaya University Act B.E. 2540, with a resolution of the 2/2552 meeting of the Academic Council of University, on the 19<sup>th</sup> March B.E. 2552, issued Mahachulalongkornrajavidyalaya University Announcement on the Education for International Students B.E. 2552 as follows.

Item 1: Application for admission of international students must be complied with the Announcement of the University

Item 2: Prior to the application for admission of international students in each academic year, the department of Registration and Evaluation, and the office of Rector must collaborate to all faculties to acknowledge a number of prospective international students for the admission of each faculty. In case of campuses, or Sangha colleges, a number of international students for admission are determined by their own appropriately.

Item 3: International students who plan to study in the university, the application must be submitted in person, or by the representative, or through the procedures of applying determined by the University at the Division of Registration and Evaluation, and Office of the Rector of the main campus.

In case of other campuses and Sangha colleges, the applicants must submit the applications as determined by each campus and Sangha college.

Applications must submit the application form with the required documents as follows.

(1) Three photocopies of certificate or Diploma or its equivalent to certify the completion of High School, or graduation of Higher Education

(2) Three photocopies of official transcript

(3) Three photocopies of official document or its equivalent to identify the status of the applicant including passport which states the date and place of issue, and expiration date, ordination certificate, national identity card or any other official document from the applicant's country.

The copies of documents as mentioned in (1), (2), and (3) for applications must be notarized by the Embassy, or Consul of the applicant's country, or by the graduations institute of the applicant. Documents that are not in English must be accompanied by an English notarized translation issued by the graduation's institute of the applicant.

Item 4: After the admission of international student's applications by the Division of Registration and Evaluation, the relevant documentation shall be sent to the International Relations Division to reify the applicants' documents.

Item 5: The International Relation Division shall notify the result of verification of the applicants' documents to the Division of Registration and Evaluation within 15 days after receiving documentation, and the notification of qualified applicants shall be issued.

In case of other campuses and Sangha colleges, the verification of applicants' documents must proceed by each campus and Sangha college, and the notification of qualified applicants shall be clearly stated.

Item 6: The Registration and Evaluation Division shall provide the Test for language ability of the applicants according as the program that which the applicants selected. The applicants who pass the Foreign Language Placement Test with the standard test score are eligible to be admitted.

The international applicants for Thai Program must pass Thai Language Ability Test, and the applicants for English Program must pass English Language Ability Test. Applicants who are unsuccessful in their language ability test on the first attempt, must take one of Thai, or English language courses provided by the University, and must pass language ability test with the testing score determined by the University.

Item 7: Other campuses and Sangha colleges shall send the data of international students to the International Relation Division to collecting information within 15 days after the beginning of the semester.

Item 8: The International student advisors are available by the following levels below.

(1) Vice-rector of International Affair as the advisor at the university level has an authority and duty responsible for the supervision of all international students' education of the University to be in good and orderly operation.

(2) All faculties and colleges shall appoint the permanent lectures of their own as advisors either individuals or supervising committee responsible for guidance and pursue the course study of international students within its institute.

Item 9: Applying for credential document for visa extension of international students shall proceed as follows.

(1) Central Division: Applying the format specified by the University at the International Relation Division. Rector, or Vice-Rector in charge signs the document.

(2) Other campuses, and Sangha colleges: Applying the format specified by the University, or Sangha colleges. Vice-Rector of each campus, or the Director of each Sangha college is the person in charge signs the document.

The procedure in applying for the credential document shall proceed before the expiry date of visa at least 30 days.

Item 10: The central division, other campuses, and Sangha colleges shall support international students to establish their own community to assist the university in

examining the application's document, and advise the university on the supervision of international students' education.

Item 11: The action to maintain the education of international students in orderly which is out of the scope of this announcement, Vice-Rector of International Affairs, Vice-Rector of campuses shall propose to the Rector for consideration. The decision of the Rector shall be final.

Item 12: The procedure for the international students foregoing prior to this announcement shall be abide by.

Item 13: This Announcement is to be enforced on the education of international students from the academic year B.E. 2552 onwards.

Announced on the 8<sup>th</sup> April B.E. 2552



(Most Venerable Phra Dharmakosajarn, Prof. Dr.)  
Rector of Mahachulalongkornrajavidyalaya University