



Year

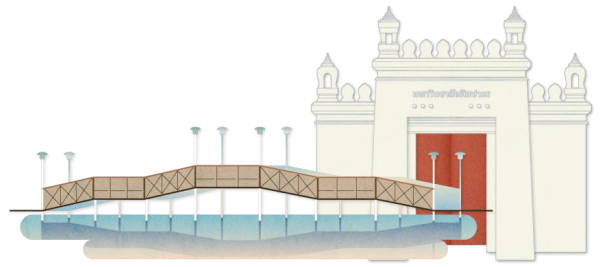
2567

Manual

New Student Registration

Graduate Degree

Silpakorn University



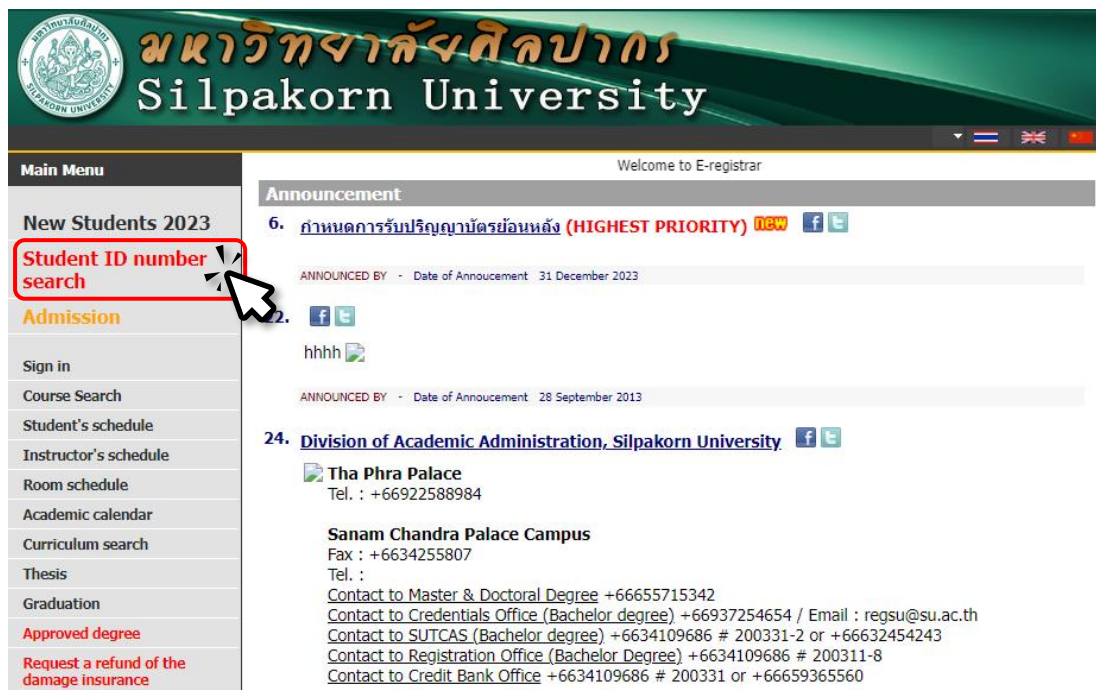
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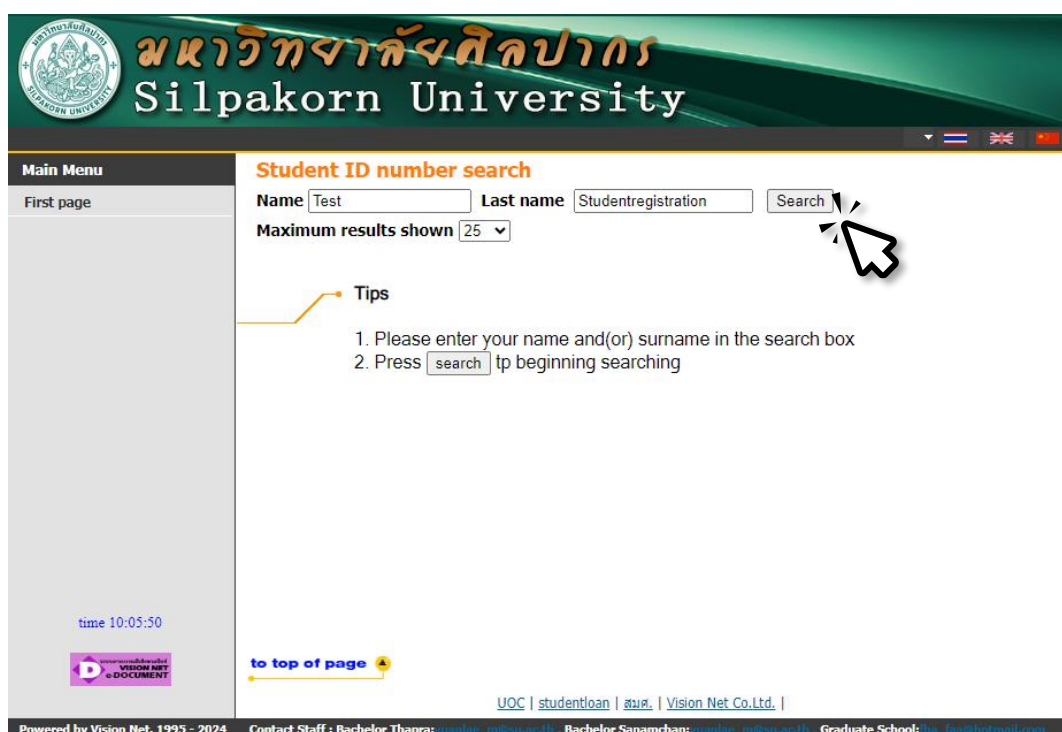


1. Searching for Student ID

To those eligible to study, please check your student ID in the menu. Search for your student ID via the website: <https://reg.su.ac.th>.



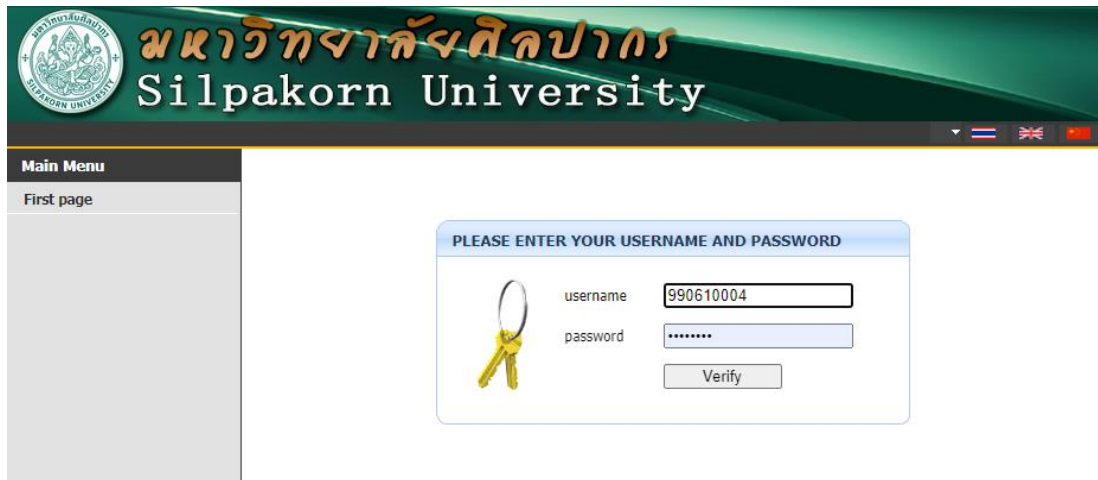
By filling in your first and last name and clicking the system will display your student ID and basic information.



2. Accessing the Educational Service System

Those eligible to study can register as students through the educational service system website at <https://reg.su.ac.th>,

where the ID number is the student ID number,
and the password is your national ID card number.



When logging in, the system will display the Agreement and consent to collect and process data in the educational service system (REG) of Silpakorn University.



Consent Form Data Collection and Processing in the Registration System (REG) Of the Division of Academic Administration of Silpakorn University

DETAIL

I, Mr.Test Studentregistration
Student id 990610004
Major ภาษาอังกฤษ (5 ปี) (THAI (5 YEARS))
Faculty ศึกษาศาสตร์ (Education)

"Give" consent for data collection and processing in the registration system (REG).

I have read and studied the details from the "Privacy Notice of Users of the Division of Academic Administration of Silpakorn University" (by clicking on this link [SU DAA Privacy Notice](#) or QR Code on the right) or received an explanation from the Division of Academic Administration of Silpakorn University regarding the purpose of collecting, using or disclosing (processing) student personal data directly from the admission process, admission registration, enrollment and other actions related to education in Silpakorn University.



However, the Division of Academic Administration may collect personal data of the students in addition from other agencies or institutions such as former schools, former educational institutions or other relevant government agencies, etc. This is the necessity for the collection of personal data in accordance with Section 24 or 26 of the Personal Data Protection Act B.E. 2562 (2019) which the process of collecting personal data will continue throughout the study period and I have a good understanding of this.

I give my consent to this form voluntarily without coercion or inducement and I acknowledge that I can withdraw this consent at any time, unless there is a legal limitation or there is an agreement between me and Silpakorn University that gives me benefits.

In the event I wish to withdraw my consent, I understand that withdrawing my consent will result in myself being unable to receive the processing of data necessary for the study and/or not being able to access certain functions of the registration system (REG) and I acknowledge that the withdrawal of such consent does not affect the process of personal data that has been completed prior to the withdrawal of consent.

Confirm

3. Recording New Student Information

When students provide consent to collect and process data within the educational service system (REG) of Silpakorn University, a new student registration window will appear, displaying various information as follows:

The screenshot shows the 'Student Registration' form for 'Mr. Test'. The form is titled 'Student Registered' and includes a 'Main Menu' sidebar with 'First page' selected. The form fields are organized into several sections: 'Personal Information' (Name, Surname, Birth Date, Nationality, Domicile, PASSPORT NUMBER, PASSPORT STARTDATE, PASSPORT ENDDATE, DEFORM, DEFORM CARD), 'Academic Data' (School, Qualification, Graduate Date, GPA), 'Address' (Permanent Address, Present Address, Country), 'Information Adjunct' (Aptitude Attention/Hobbies), 'Working status' (Working status, Company's name), and 'Additional information' (Phone No). A red warning message is displayed at the bottom, stating: 'I hereby certify that the information provided is correct and complete in every respect. I affirm that I possess all the qualifications according to Silpakorn University's applicable educational regulations. Should it later emerge that I lack the required qualifications or that the information/documents provided are false, I agree to immediately withdraw my enrollment in accordance with the regulations and will not make any demands whatsoever.' Below the warning is a checkbox for 'Accept' and a 'save' button. The time '15:09:11' is shown in the bottom left corner.

Please input data that mark * and click submit	
Name	Test
Name *	<input type="text"/>
Birth Date *	<input type="text"/>
Domicile *	<input type="text"/>
PASSPORT NUMBER *	11111
PASSPORT STARTDATE *	<input type="text"/>
DEFORM	Not disabled
Surname	Studentregistration
Surname *	<input type="text"/>
Nationality *	BRITISH CITIZEN
PASSPORT ENDDATE *	<input type="text"/>
DEFORM CARD	<input type="text"/>
Academic Data	
School *	0: *กรุณาเลือกสถานศึกษา(ในรณขมมีชื่อ ร.ร.ภาษาไทย)หากไม่พบ=ป.ตรี โทร.0982756858/โทรโลก โทร.0655715342
Qualification *	<input type="text"/>
Qualification *	Not Specify
Graduate Date *	<input type="text"/>
GPA *	<input type="text"/>
Address	
Permanent Address	
HOME COUNTRY *	<input type="text"/>
Present Address:	
Country *	<input type="text"/>
Information Adjunct	
Aptitude Attention/Hobbies	<input type="text"/>
Working status	
Working status	Still does not work
Company's name	<input type="text"/>
Additional information	
Phone No	<input type="text"/>

I hereby certify that the information provided is correct and complete in every respect. I affirm that I possess all the qualifications according to Silpakorn University's applicable educational regulations. Should it later emerge that I lack the required qualifications or that the information/documents provided are false, I agree to immediately withdraw my enrollment in accordance with the regulations and will not make any demands whatsoever.

Accept Confirming acknowledge *

save

time 15:09:11

Instructions for Student Records

- **Student Information**

This section contains general information used for issuing various student certificates and for the use of departments within Silpakorn University. Please complete the following:

Mr.Test Studentregistration

Student Registered

Please input data that mark * and click submit

Name	Test	Surname	Studentregistration
Name *	<input type="text"/>	Surname *	<input type="text"/>
Date of Birth *	<input type="text"/>	Nationality *	BRITISH CITIZEN <input type="button" value="v"/>
Domicile *	-		
PASSPORT NUMBER *	1AB1111111		
PASSPORT STARTDATE *	<input type="text"/>	DATE *	<input type="text"/>
DEFORM	Not disabled		<input type="text"/>

Specify place of birth.

If the passport number is incorrect, corrective actions can be taken immediately.

Note:

The title, first and last name information is obtained from the study application. **If there are errors in this information, please make corrections promptly** to avoid affecting other university operations. Students eligible for study can proceed with corrections by contacting the Academic Administration Division.

First and last name information should be filled in according to their passport only.

- **Educational Information**

This section contains student educational information, including the name of the previous educational institution, previous degree, graduation date, and the average score level from the previous educational institution. This information is necessary for checking the qualifications of eligible students.

Academic Data	
School *	0: *กรุณาเลือกสถานศึกษา(ในระบบมีชื่อ ร.ร.ภา...
Qualification *	Not Specify <input type="button" value="v"/>
Graduate Date	<input type="text"/>

If you do not have a previous degree, please select -N/A-.

Note:

For the name of the original educational institution before entering the study, record it exactly as it appears on the certificate of qualifications.

- In cases where there is no name of the original educational institution for eligible students,

please choose

and contact the Academic Administration Division to request the addition of the original educational institution's name.

• Address Information

This is the address information as per the house registration copy and the current address. The university will use this information to contact or send documents when it is necessary to notify students.

Address	
Permanent Address	
HOME COUNTRY *	<input type="text"/>
Present Address:	
Country *	<input type="text"/>

• Other Information

This is general information used to communicate with students and compile data for assembly. It is essential for the preparation of student identification cards, applying for the use of the university's IT system, and submitting individual higher education data to the Ministry of Higher Education, Science, Research, and Innovation.

Information Adjunct	
Aptitude/Attention/Hobbies	<input type="text"/>
Working status	
Working status	<input type="text"/>
Company's name	<input type="text"/>
Additional information	
Phone No	<input type="text"/>

Current phone number or telephone number reported to Kasikorn Bank

The Final Step of Recording New Student Information.

Before completing the process, allow those eligible to study to verify the accuracy of the information once again and select Accept which will mark the completion of the process.

I hereby certify that the information provided is correct and complete in every respect. I affirm that I possess all the qualifications according to Silpakorn University's applicable educational regulations. Should it later emerge that I lack the required qualifications or that the information/documents provided are false, I agree to immediately withdraw my enrollment in accordance with the regulations and will not make any demands whatsoever.

Accept Confirming acknowledge *

save



Changing Your Password for the First Time

When new student information has been recorded, the student should change the password for the safety of student information. Then press **Go back** to enter the main menu page.



Caution

- Student should not set their password to telephone number, Student ID, National identification number or personal information of student.
- Student should set a password of at least 8 characters consisting of Uppercase English letters, Lowercase English letters and numbers

Students should set a password that is highly secure.

The screenshot shows the Silpakorn University student registration system. At the top, there is a banner with the university's logo and name in Thai and English. Below the banner, there is a navigation menu with a "Go back" button. The main content area displays "Mr. Test Studentregistration" and a "CHANGE YOUR PASSWORD" section with three input fields for "CURRENT PASSWORD", "NEW PASSWORD", and "CONFIRM NEW PASSWORD", followed by a "CHANGE YOUR PASSWORD" button. Below the form, there is a warning message in Thai: "รหัสผ่านเป็นส่วนหนึ่งที่มีความสำคัญในการรักษาความปลอดภัยของบัญชีผู้ใช้งาน กรุณาเก็บรักษา Username และ Password ของท่านไว้เป็นความลับ ไม่ควรเปิดเผยให้ผู้อื่นทราบโดยเด็ดขาด". At the bottom, there is a footer with contact information and a "Powered by Vision Net, 1995 - 2024" notice.

4. Paying Tuition Fees

After recording new student information, proceed to pay the tuition fees through the statement on the website: <https://reg.su.ac.th> by following these steps:

4.1 Select "Student History."



The screenshot shows the Silpakorn University website interface. The header includes the university logo and name in Thai and English. A 'Main Menu' sidebar on the left lists various options, with 'Student History' highlighted in red. The main content area displays 'Mr. Test Studentregistration' and a welcome message in Thai: 'เตรียมเข้าสู่ระบบ (ยังไม่เปิดให้ดำเนินการรับสมัคร) ปฏิทินการศึกษา : 241 ป.๑๓ (ปี 58 เป็นต้นไป) ใช้สำหรับนักศึกษาชั้นปีที่ 1 เท่านั้น'. Below the menu, there is a 'WELCOMETO EDUCATIONAL SERVICE SYSTEM' banner and an 'Announcement' section.

4.2 Select "Print Document."



The screenshot shows the Silpakorn University website interface. The header includes the university logo and name in Thai and English. A 'Main Menu' sidebar on the left lists various options, with 'PRINTDOCUMENT' highlighted in red. The main content area displays 'Mr. Test Studentregistration' and a 'Detail' section with a table of educational information.

Educational information	
Student No. ID:	990620002
Identity card number:	11111
Date of birth :	Date 1/1/2020
Name:	Mr. Test Studentregistration
Name (English):	Mr.a a
Faculty:	Painting Sculpture and Graphic Arts
Campus:	Sanamchandra Campus
Curriculum:	1 test
Minor:	
Educational level:	Test
Degree:	Bachelor of Arts test


4.3 Print a statement by selecting "2. Registration fee payment statement." (Click to print the document)



The screenshot shows the Silpakorn University website interface. The header includes the university logo and name in Thai and English. The main content area displays 'มหาวิทยาลัยศิลปากร' and 'Welcome to the office of the registrar'. Below this, there is a section titled 'เอกสารการขึ้นทะเบียนนักศึกษา' (Student Registration Document) with two numbered steps: 1. 'ระเบียนประวัตินักศึกษาใหม่ (คลิกพิมพ์เอกสาร)' and 2. 'ใบแจ้งยอดค่าธรรมเนียมขึ้นทะเบียน (คลิกพิมพ์เอกสาร)'. A red box highlights the second step, and a mouse cursor is pointing at it. Below the steps, there is a note in Thai: 'หมายเหตุ : ผู้ที่ขึ้นทะเบียนนักศึกษาจะต้องชำระเงินค่าขึ้นทะเบียนนักศึกษาและ UPLOAD เอกสารหลักฐานการขึ้นทะเบียนนักศึกษา จึงจะถือว่าการขึ้นทะเบียนนักศึกษาเสร็จสมบูรณ์'.

4.4 When the statement appears, you can pay through a bank branch or scan a QR code.

Pay via bank application.



มหาวิทยาลัยศิลปากร (ส่วนที่ 1 สำหรับนักศึกษา)

ใบแจ้งยอดการชำระเงิน
Statement of Student Account

ที่ทำการ พระราชวังสนามจันทร์

ภาคการศึกษาที่
เลขที่/เลขที่ : [REDACTED]

รหัสประจำตัว : [REDACTED]

คณะ : [REDACTED]

เลขที่อ้างอิง | [REDACTED]


ที่ No.	รายการ Description	จำนวนเงิน Amount (Baht)
1	รตน - ค่าเรียนเบิเบินนักศึกษา - บัณฑิต	1,000.00
หนึ่งพันบาทถ้วน		รวม 1,000.00

กำหนดชำระเงินภายในวันที่

ได้รับเงินตามจำนวนข้างต้นเรียบร้อยแล้ว

หมายเหตุ :
นักศึกษาสามารถพิมพ์ใบเสร็จรับเงินต้นฉบับระบบลงทะเบียนได้หลังจากมหาวิทยาลัยได้รับเงินเรียบร้อยแล้ว 3 วันทำการ

ผู้รับเงิน
วันที่
(ลงลายมือชื่อและประทับตรา)




มหาวิทยาลัยศิลปากร (ส่วนที่ 2 สำหรับธนาคาร)

ใบแจ้งยอดการชำระเงิน(เพื่อนำเข้าบัญชี)

ชำระที่สาขาธนาคาร (โปรดเรียกเก็บค่าธรรมเนียมจากผู้ชำระเงิน)
-บมจ. ธนาคารกรุงไทย เลขที่บัญชี 753-1-02160-0

ชำระที่ตู้ ATM บมจ. ธนาคารกรุงไทย


ช่องทางอิเล็กทรอนิกส์ของธนาคาร



จำนวนเงินทั้งหมด 1,000.00

จำนวนเงินตัวอักษร หนึ่งพันบาทถ้วน

บาร์โค้ดสำหรับชำระเงิน



ชื่อ/Name: [REDACTED]

รหัสนักศึกษา/Student Code (Ref.1) : [REDACTED]


เลขที่อ้างอิง/Ref. No. (Ref.2) : [REDACTED]

สำหรับเจ้าหน้าที่ธนาคาร / Bank Use Only

ผู้รับเงิน
Received By

ผู้รับมอบอำนาจ
Authorized By

คิวอาร์โค้ดสำหรับชำระเงิน



1. Pay through bank branches

or

2. Scan QR code.
Pay via bank application.

New students must pay the fees in full;
Therefore, student registration will be considered complete.

5. Uploading Documents

Those eligible to study can upload their identity documents through the education service system at the "Upload File" menu. They must also upload a student photo and registration documents as required. Therefore, student registration will be considered complete. However, if an inspection later reveals a **lack of qualifications** according to university regulations or if the documents provided are **false**, your name will be removed from the list of enrolled students.

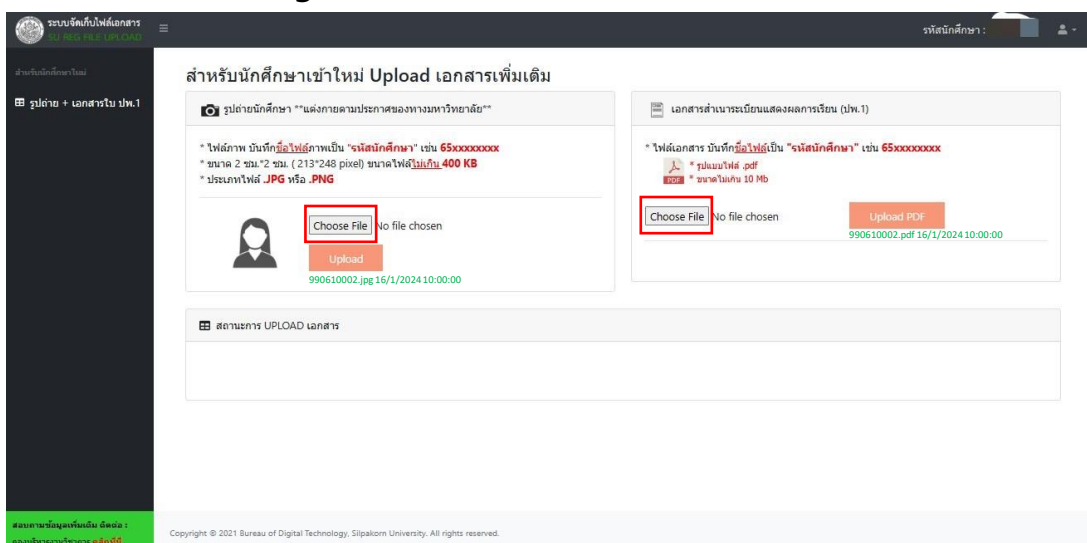
5.1 Select "Upload File".



5.2 Upload file by selecting

Choose File

****Before uploading document files, please check the completeness of the document file again****

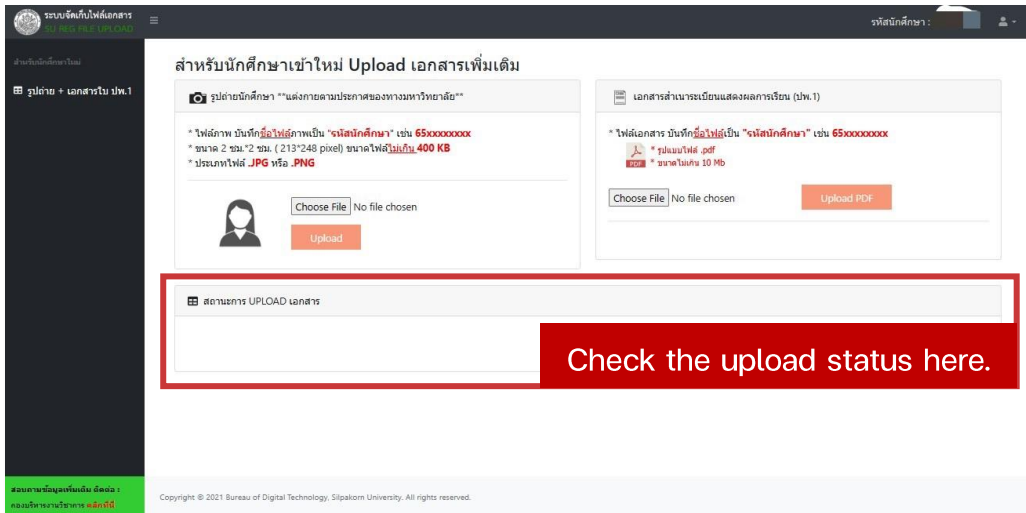


5.3 After selecting the document file, click **Upload** to upload document files into the system.

When **the file has been uploaded**, the **file name, date and time of upload** will be displayed.

6. Checking Document Upload Status

Those eligible to study must check the status of document uploads as follows.



Status
1

Awaiting verification – Document uploaded successfully. Please wait for the official to verify the authenticity of the document.

The notification box shows a green checkmark and the text: 'ส่งข้อมูลรูปภาพไปเจ้าหน้าที่ในระบบแล้ว ส่งข้อมูลเอกสารไปเจ้าหน้าที่ในระบบแล้ว'.

Status
2

Verified – Officials have confirmed that the documents are correct and complete.

The notification box shows a green checkmark and the text: 'ส่งข้อมูลรูปภาพไปเจ้าหน้าที่ในระบบแล้ว ส่งข้อมูลเอกสารไปเจ้าหน้าที่ในระบบแล้ว เจ้าหน้าที่ตรวจสอบข้อมูลแล้ว ข้อมูลถูกต้อง'.

Status
3

Incomplete – Officials have identified incorrect documents. **Students must upload new documents.**

The notification box shows a green checkmark and the text: 'ส่งข้อมูลรูปภาพไปเจ้าหน้าที่ในระบบแล้ว ส่งข้อมูลเอกสารไปเจ้าหน้าที่ในระบบแล้ว เจ้าหน้าที่ตรวจสอบข้อมูลแล้ว ขอให้นักศึกษาแก้ไขเอกสาร ปพ. ใหม่'.

Document File Details and Format for Uploading

- Student Photo File

To create student ID cards that are correct and suitable for importing into the system, please follow these guidelines:

- ✓ Take a picture with your face facing forward, without wearing a hat or sunglasses, against a white or blue background.
- ✓ Ensure the image size is 2x2 cm (213x248 pixels), with a file size not exceeding 400 KB.
- ✓ Save the image file in either .JPG or .PNG format.
- ✓ Name the image file using your student ID, such as "67xxxxxxx."



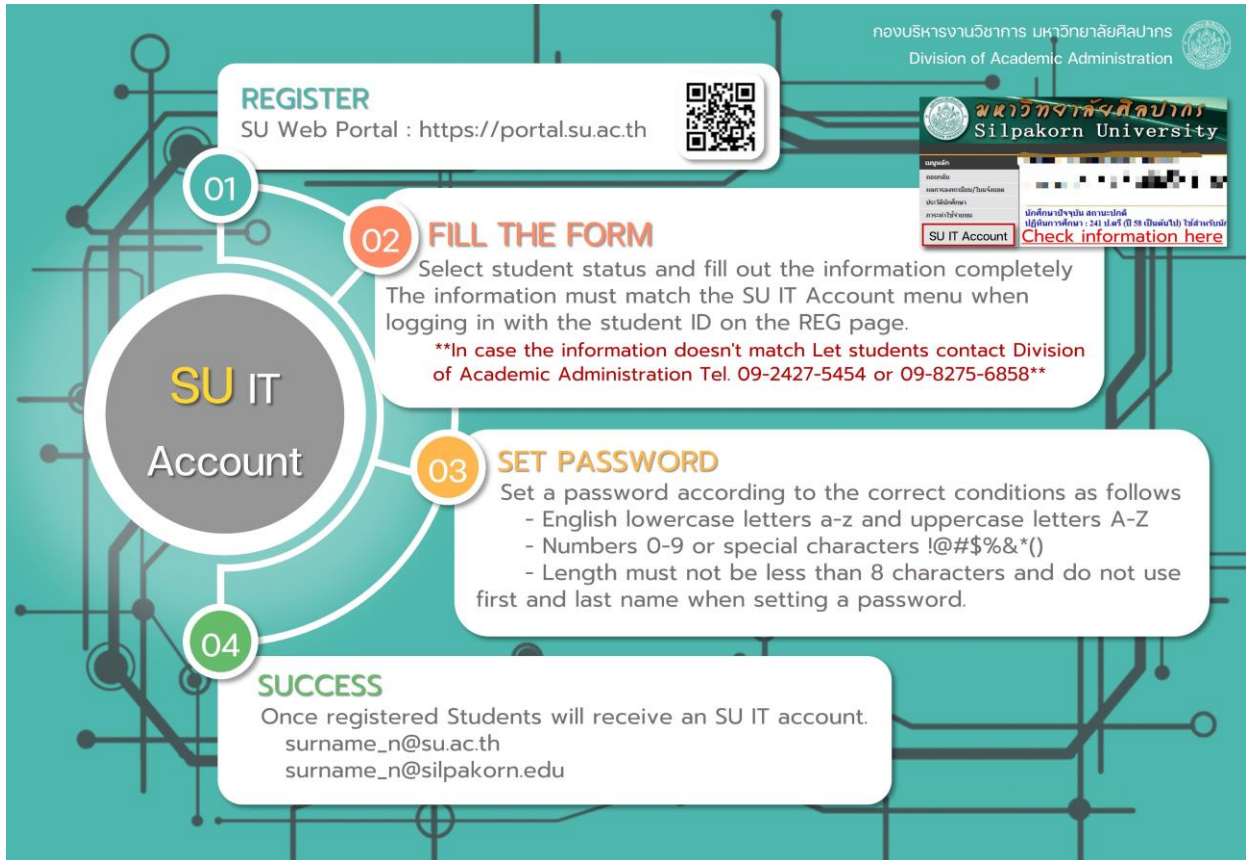
- Document Files for New Student Registration

To verify your educational qualifications, you must provide documentation that certifies your graduation. This includes:

1. A complete copy of your transcript (which should indicate the completion of your studies.)
 2. English test results (required only for doctoral-level students).
- ✓ Merge all documents into one file.
 - ✓ Ensure the file size is not more than 10 MB.
 - ✓ Use the file type .pdf.
 - ✓ Save the file name as your student ID, such as 67xxxxxxx.

7. SU IT Account

Students must apply for an IT user account (SU IT Account). You can register at Website : <https://portal.su.ac.th> by following the steps as follows To receive various benefits within Silpakorn University.



Contact Channels for Registration and Processing Staff



Graduate

Division	officer	Contact channels
Registration work (for all faculties)	Hathaichanok / Sudarat gradreg62@gmail.com	0-3410-9686 ext. 200322 06-5571-5342 / 09-8275-6858
- Thesis work (Faculty of Painting / Faculty of Architecture / Faculty of Archaeology / Faculty of Decorative Arts / Faculty of Music / International College / Department of Visual Arts)	Monthicha chunton_m@su.ac.th	02-849-7502 ext. 115203 08-8229-2015
- Thesis work (Faculty of Education)	Kanya dokkloi_k@su.ac.th	0-3410-9686 ext. 200327 08-8229-2013
- Thesis work (Faculty of Arts / Faculty of Science / Faculty of Pharmacy / Faculty of Engineering)	Chonthicha boonyalaka_c@su.ac.th	0-3410-9686 ext. 200328 08-8229-2013
- Thesis work (Faculty of Management Science / Faculty of Animal Science and Agricultural Technology)	Nattaya bootyu_n@su.ac.th	032-594-028 ext. 315401 09-8597-6555
- Thesis work (Graduation / Comprehensive Examination / Qualification Examination)	Chanisa boonwong_c@su.ac.th	0-3410-9686 ext. 200326 08-8229-2013