



Prince of Songkla University Announcement
New International Student Preparation Procedures for Academic Year 2019

Students who have been accepted to PSU need to report and register to be considered a PSU student, otherwise their student status will not be considered complete. In case the student cannot report in time, a written notification to the university is needed within seven days from the due date of self-report, otherwise it will be considered a withdrawal from the current semester. Students who do not report within 30 days from the due date will not be eligible to be a student of PSU. All eligible students must go through the procedures listed below:

1. Document preparation and self-report information

1.1 Check the Student ID on the website: <http://www.reg.psu.ac.th>

1.2 Provide information in the student database at

<http://www.psu1-2.psu.ac.th/PSU1-2/> and upload the following document files through the system (SE-DOC) at <http://regfile.psu.ac.th/student>:

- Photo of student (undergraduates in student uniform, graduate students in black, gray or navy blue suit), without hat or glasses. Veil is allowed; it should be white for undergraduate students, while for graduate students it should be white or identical to the suit's color.

- Passport main page
- A certified, complete academic transcript

After providing data in the database and uploading the required documents, the report will be issued within 2 days. Uploading the self-report documents scheduled as follows:

Undergraduate: 24 May - 28 June 2019

Graduate

- Preparation course Summer/2018: 30 April - 22 May 2019.
- No Preparation course: 1-9 July 2019.

2. Self-report and Student ID card

2.1 Date and venue

- For Graduate students who registered for fundamental courses in the Summer Semester of the Academic year 2018 must report themselves as a PSU student on 25 May 2019 (9.00-12.30 PM) at Registrar's Division, Learning Resource Center building (<https://goo.gl/maps/Ug5uAYAVE3wVWG7F8>).

- For Undergraduate students and Graduate students who didn't register fundamental courses must report themselves at REG building, Prince of Songkla University which is behind Faculty of Economics building and next to Faculty of Law building (<https://goo.gl/maps/PB5i3d2e6PQ2>). The schedule as follows:

Undergraduate Students	
July 20, 2019	
Morning (08.30 – 11.30 hrs.)	
Faculty	Time
Nursing	08.30 – 09.00 hrs.
Agro-Industry	
Medical Technology	
Veterinary Sciences	09.00 – 09.30 hrs.
Dentistry	
Natural Resources	
Sino-Thai International Rubber College	09.30 – 10.00 hrs.
International College	
Liberal Arts	
Management Sciences	10.00 - 11.30 hrs.
Afternoon (13.30 – 16.30 hrs.)	
Traditional Medicine	13.30 – 14.30 hrs.
Economics	
Medicine	14.30 – 15.00 hrs.
Engineering	15.00 – 16.30 hrs.
July 21, 2019	
Morning (08.30 – 11.30 hrs.)	
Science	08.30 – 10.00 hrs.
Pharmaceutical Sciences	10.00 - 10.30 hrs.
Law	10.30 - 11.30 hrs.
Graduate Students	
July 21, 2019	
Afternoon (13.30 – 16.30 hrs.)	

2.2 Self-report processing

2.2.1 Submit the following self-report documents:

- Self-report Form (1.2)
- A certified, complete academic transcript

2.2.2 Confirm self-report via the system

2.2.3 Receive student ID card

The university requires all new students to have a student ID card (PSU ATM ID CARD) to use on campus services such as the library and computer center. It can also be used as an ATM card at Siam Commercial Bank Public Company Limited (SCB). On the self-report day, Students will get a student ID card when they report themselves as the topic 1.2 of the schedule. The requirements are detailed below:

- A copy of passport main page
- Annual fee of 100 baht (first payment due when opening

an account at the bank)

3. Pay tuition fees and Registration

Students can find the information and schedule from the announcement at the web site: <http://reg.psu.ac.th>

4. Class Attendance

Check the academic calendar 2019 on the website:
http://reg.psu.ac.th/reg/eng_calendar.aspx

5. Orientation and student loan

Undergraduate students: <http://student.psu.ac.th>

Graduate students: <http://www.grad.psu.ac.th/>

Announced on May 5, 2019



(Assoc.Prof. Dr. Chutamas Satasook)

Vice President for Academic Affairs
Acting for the President of Prince of Songkla University

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Chutamas Satasook

(Assoc.Prof. Dr. Chutamas Satasook)

Vice President for Academic Affairs

Acting for the President of Prince of Songkla University

Certified Copy



(Mr. Nawanik Junlanop)

Higher Educational Officer

Nawanik/ Typed/ Revised