



Procedure of Online Registration for the Commencement Ceremony

QUALIFIED GRADUATES



Login online Registration for
the Commencement Ceremony



Fill in the information



To attend

1. Read CMU Regulation on the Ceremony
2. Fill in the Special conditions
3. Fill in your information
4. Confirm attendance

**Report in person on
the date specified in
the schedule**



Unable to attend

Pick up the
diploma at the
Registration
Office

Make a
reservation via
Online
Registration for
the
Commencement
Ceremony

Postal delivery
1. Domestic
2. Outside Thailand

Postal delivery
service fee
payment

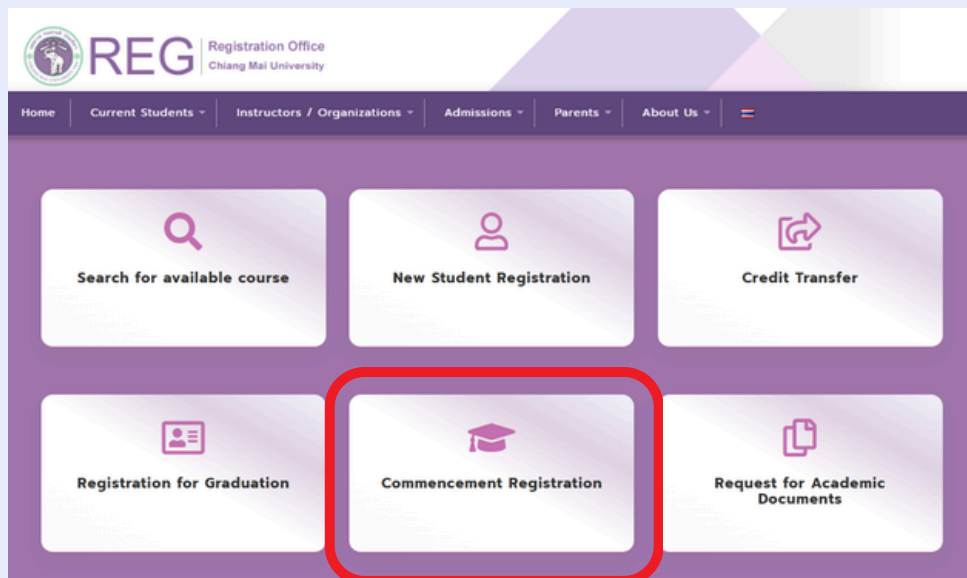




Procedure of Online Registration for the Commencement Ceremony

1

SIGN IN VIA <https://www.reg.cmu.ac.th>
Menu "Commencement Registration"



Online Commencement Registration

Registration guide TH (tu) EN English

LIVE OVERVIEW
Commencement registration

Qualified graduates Not yet registered Registered

Commencement registration
Sign in to confirm your attendance.

Student ID

Citizen ID / Passport

➔ Sign in

Sign in
By entering
Student ID and
Citizen ID/Passport (for foreign graduates)

2



Procedure of Online Registration for the Commencement Ceremony

If choosing "To attend"

The screenshot shows the 'COMMENCEMENT REGISTRATION' interface. At the top, it says 'Welcome,' and 'Review your information and complete each required step below.' There is a 'Student ID' field. Below this, there are two main sections: 'Registration status' and 'Contact information'. In the 'Registration status' section, 'Participation' is set to 'Attending the ceremony'. In the 'Contact information' section, there are fields for 'Mobile number', 'Email address', and 'Confirm email address'. A 'Save information' button is located below these fields. Below the contact information, there is a 'Commencement attendance' section with two options: 'Attend the ceremony' (which is selected and has a checkmark) and 'Unable to attend' (which has a right arrow). A 'Save information' button is also present next to the 'Attend the ceremony' option.

3

Fill in
Mobile Number, Email and Confirm Email

Click
"Update"

4

5

Click
Attend the ceremony

Please read Brief regulations for the ceremony, then click "Accept"

The screenshot shows the 'COMMENCEMENT PREFERENCE' interface. It has a title 'Attend Commencement Ceremony' and a subtitle 'Complete each step below to confirm your attendance.' Below this is a progress bar with four steps: 1. Brief regulations, 2. Special conditions, 3. Fill in your information, and 4. Register in person. Step 1 is currently active. Below the progress bar, there is a message: 'Request for the attendance of the Commencement Ceremony will be complete upon receiving an email confirmation.' Below this message, there is a section titled 'Important ceremony guidelines' with a subtitle 'Please read and acknowledge before continuing.' The guidelines text states: 'Graduates eligible to attend Commencement Ceremony are those who graduated in the academic year, including graduates whom the University has approved to defer their attendance to this ceremony. All eligible graduates must complete the required rehearsals.' At the bottom right of the guidelines section, there is a button labeled 'Acknowledge and continue'.

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Procedure of Online Registration for the Commencement Ceremony

Special Conditions

Progress bar: 1. Brief regulations (checked), 2. Special conditions (active), 3. Fill in your information, 4. Register in person.

Request for the attendance of the Commencement Ceremony will be complete upon receiving an email confirmation.

Special conditions
Help us prepare the ceremony for you. Choose one option below.

☐ **No special conditions**
No physical limitations, implanted metal, medical equipment or other requests

☒ **I have special conditions**
Physical limitations, pregnancy, implanted metal, medication, dress or monkhood

For graduates who do not require special conditions, click "No special conditions"

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For graduates who require special conditions, click "I have special conditions" then fill in the details below.

For graduates attending the ceremony. Fill in only the items that apply to you.

1 Physical condition, disability or pregnancy
Select all that apply, then describe below.

☐ Require using left hand ☐ Walking aid (cane, crutch, walker) user ☐ Require personal assistant, slow movement, difficult movement ☐ Pregnancy ☐ Wheelchair user ☐ Other illnesses

E.g. six months pregnant with a due date of 1 March 2027 / using a cane / receiving the diploma with the left hand because of right-sided weakness / requiring assistance when walking after knee surgery / having a stroke

2 Surgically implanted metal
Do not include dental implants or braces.

E.g. four screws in the right shoulder / titanium in the left leg / a metal plate in the skull / metal pins in the right wrist

3 Medical equipment you use

E.g. a back support belt or digital hearing aid

4 Regular medication you need to carry

E.g. antiviral medication

5-6 Attire and status (choose one if applicable)

☐ **5. Dress according to gender identity**
Graduate who wishes to dress according to their gender identity

☐ **6. Buddhist monk**
Graduate who is a Buddhist monk

Save and continue



Procedure of Online Registration for the Commencement Ceremony

Progress: 1. Brief regulations, 2. Special conditions, 3. Fill in your information, 4. Register in person

Request for the attendance of the Commencement Ceremony will be complete upon receiving an email confirmation.

Fill in your information

Pronunciation

ROMEO as Roh Mee Oh

Update

8 Fill in the pronunciation of Name and Last Name, then click "Update"

Click "Confirm attendance"
The system will save the information and send an email confirmation.

Progress: 1. Brief regulations, 2. Special conditions, 3. Fill in your information, 4. Register in person

Request for the attendance of the Commencement Ceremony will be complete upon receiving an email confirmation.

Confirm attendance

✓ Your attendance has been confirmed
A confirmation email has been sent. If you cannot find it in your inbox, please check your junk folder.

Example of an email confirming online registration for the Commencement Ceremony

From: Notification-REG-CMU <no-reply-reg@cmu.ac.th>
Date: :
To:
Subject: แจ้งยืนยันการรายงานตัวเข้าร่วมพระราชทานปริญญาบัตร Confirmation of online registration for Commencement Ceremony

To บัณฑิต / Graduates

ตามที่ท่านได้แจ้งความประสงค์เข้าร่วมพระราชทานปริญญาบัตร ผ่านระบบออนไลน์ได้สำเร็จเรียบร้อยแล้ว โดยบัณฑิตต้องรายงานตัวด้วยตนเองอีกครั้งผ่านระบบ LINE Official Account หรือระบบที่มหาวิทยาลัยกำหนด ดังนี้

This is to confirm that you have successfully notification of intention to participate commencement ceremony. Graduates must register in person again through the LINE Official Account or through a system designated by the University, from

Next step: register in person via LINE
Through the LINE Official Account or a system designated by the University

The system will display the specific date, time, and the Line Official Account for register in person.

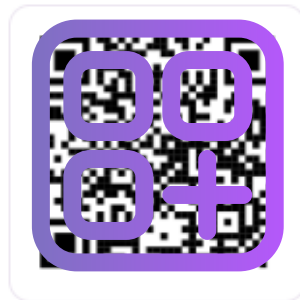
Please note that graduates will need to complete the registration process yourself via Line exactly at your scheduled date and time.



Graduate employment survey

Academic year

Please take a moment to complete the survey
on the employment status of graduates.



 Complete the survey

Once complete, kindly fill out the
"Graduate Employment Survey"
by click "Complete the survey" or scan the QR code.



Procedure of Online Registration for the Commencement Ceremony

If choosing **"Unable to participate"**

Click
"Unable to attend"

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Commencement attendance
Select or review your current preference.

Attend the ceremony
Participate in this commencement ceremony

Unable to attend
Choose how you would like to receive your diploma

COMMENCEMENT PREFERENCE
Unable to attend **Commencement Ceremony**
Complete the steps below to select how you would like to receive your diploma.

1 Collection method 2 Payment or booking 3 Review status

Select a diploma collection method
Choose one option that is convenient for you.

Collection method *

Select a collection method

1. Pick up the diploma at the Registration Office
2. Send the diploma to my address in Thailand
3. Send the diploma to my address outside Thailand

Save and continue

Please select the diploma delivery/ collection method

10.1 Pick up the diploma at the Registration Office

10.1

Select a diploma collection method
Choose one option that is convenient for you.

Collection method *

1. Pick up the diploma at the Registration Office

Collection information
You may collect your diploma at the Registration Office from

Save and continue

Book a collection appointment
Pick up the diploma at the Registration Office

Select a time to collect your diploma at the Registration Office

Date Time	Date Time	Date Time	Date Time	Date Time	Date Time	Date Time
Capacity 50 0 Booked	Capacity 50 0 Booked	Capacity 50 0 Booked	Capacity 50 0 Booked	Capacity 50 0 Booked	Capacity 50 0 Booked	Capacity 50 0 Booked

If selecting self-pickup at The Registration Office,
the graduates must pick up on the reserved date and time,
and bring the document for receive a diploma

Sequence No. _____

Faculty _____

Diploma Collection Document

Collection date _____

Collection time _____

Student ID _____

First name - Last name _____

Representative _____

Signature _____

Notes

- For self-collection, present the graduate's national ID card or passport.
- For collection by a representative, submit a copy of the graduate's national ID card or passport bearing written authorization and the representative's name. The representative must present their national ID card or passport at the collection point.

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10.2 Send the diploma to my address in Thailand

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Collection method *

2. Send the diploma to my address in Thailand

Delivery address in Thailand

Enter the delivery address only. Do not include your name.

Address

Province **District** **Subdistrict** **Postal code**

Delivery information

The diploma will be dispatched after the postal service fee has been paid. Requests submitted within the specified period will be dispatched. The University is not responsible for loss or damage during postal delivery.

Save and continue

10.3 10.2 Send the diploma to my address outside Thailand

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Collection method *

3. Send the diploma to my address outside Thailand

International delivery address

Enter the full address in English, including city, state or province, postal code, and country.

Full international address *

Example: 123 Main Street, City, State 12345, Country

Use English characters for international delivery.

Delivery information

The diploma will be dispatched after the postal service fee has been paid. Requests submitted within the specified period will be dispatched. The University is not responsible for loss or damage during postal delivery.

Save and continue

For Options 10.2 and 10.3: graduates must completely fill in the address, then click "Update" and proceed to pay the diploma postal service fee.

Collection method **2** **3**

Postal service fee

Pay by QR Code

Other payment methods

Credit or debit card

Alipay

WeChat Pay

Payments are non-refundable.



Procedure of Online Registration for the Commencement Ceremony

Once graduates have successfully confirmed **"unable to attend"**, the system will display your chosen collection method for diploma. This indicates that the process is completely finished.

 COMMENCEMENT PREFERENCE

Unable to attend Commencement Ceremony

Complete the steps below to select how you would like to receive your diploma.

 Collection method

 Payment or booking

 Review status

 **Diploma collection**
Your selected collection method

 **Selected method**
Pick up the diploma at the Registration Office

 **Booking confirmed**

 [Print collection document](#)

 **Your request has been confirmed.**