

**Document Checklist for Graduate Degree Completion Request,  
First Semester, Academic Year 2026**

- ☐ 1. **Academic Completion Checklist**
  - ☐ 2. **Transcript:** Download from the Gloves System
  - ☐ 3. **Evidence of Submission of the Request for Graduation** in the Reg Chula System
  - ☐ 4. **Memorandum Request** for Adding Elective Courses to the Curriculum (if applicable)
  - ☐ 5. **Memorandum for Submission of Thesis Examination Results** with a Copy of the Thesis Examination Report
  - ☐ 6. **Copy of English Proficiency Test Scores** / Resolution of the Program Administrative Committee Approving the Exemption of English Test Scores  
(Attach supporting details from the admission announcement – in case of using scores higher than the university requirement)
  - ☐ 7. **Report on the Submission of the Final Thesis** from the i-Thesis System
  - ☐ 8. **Evidence of Final Thesis Submission** via E-mail, as Required by the Graduate School/Name list of students who submitted the complete thesis/dissertation
  - ☐ 9. **Academic Work** that has been accepted or approved for publication or dissemination according to University Regulations
    - ☐ **Master's Degree**
      - ☐ Proceeding/ Research Article
      - OR ☐ Acceptance Letter for the Publication (with the Manuscript) or Dissemination of Academic Work, including specific details such as (i) the issue number and (ii) the publication or dissemination date of the academic work by the journal.
    - ☐ **Doctoral Degree**
      - ☐ Research Article
      - OR ☐ Acceptance Letter for the Publication (with the Manuscript) or Dissemination of Research Article, including specific details such as (i) the issue number and (ii) the publication or dissemination date of the academic work by the journal
- \*Upon receipt of a letter confirming acceptance or approval for publication, please attach the original manuscript indicating the student's name, together with a statement confirming that the student is affiliated with Chulalongkorn University.
- ☐ 10. **Approval Letter for Graduation** (in the case of receiving RGJ scholarships or other scholarships with graduation conditions)

**Note**

1. Before submitting a graduation application to the Office of Academic Administration and Student Development, students must have completed grades for all registered courses. If it is necessary to apply for graduation before grades have been evaluated, the curriculum/department must issue an official memorandum requesting the Office of the Registrar to process the academic results ahead of schedule.

2. If a student has submitted a request for exemption from registration on certain courses, or a request to take an examination that does not comply with the regulations of Chulalongkorn University, and such request has been approved, please attach supporting evidence. Request for the Department/Program to Submit the Original Documents as listed in Items 1-11 to the Academic Administration and Student Development Office by **December 21<sup>st</sup>, 2026**. If the deadline is missed, the student will not be able to graduate in the first semester of the 2026 academic year. The following is **the schedule for the review of graduate degree candidates for the first semester of the 2026 academic year**:

| Date of Submission of Documents to the Academic Administration and Student Development | Faculty Administration Committee | The University Council |
|----------------------------------------------------------------------------------------|----------------------------------|------------------------|
| August 31, 2026                                                                        | September 7, 2026                | September 25, 2026     |
| September 14, 2026                                                                     | September 21, 2026               | October 30, 2026       |
| October 5, 2026                                                                        | October 12, 2026                 |                        |
| October 19, 2026                                                                       | October 26, 2026                 | November 27, 2026      |
| November 2, 2026                                                                       | November 9, 2026                 |                        |
| November 16, 2026                                                                      | November 23, 2026                | December 25, 2026      |
| November 30, 2026                                                                      | December 8, 2026                 |                        |
| December 14, 2026                                                                      | December 21, 2026                | January 28, 2027       |
| December 21, 2026                                                                      | December 25, 2026                |                        |

**Remark: This schedule is subject to change, depending on changes to the meeting dates of the Faculty Administration Committee and the University Council.**

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 (.....) Student Requesting Graduation  
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