

PYU 0202/c.597

September 23, 2024

Subject: Schedule of Graduation Registration and Rehearsals of the 47th Commencement Ceremony

To: All Graduates

Attachments: 1. Schedule and instructions for the rehearsal of the 47th Commencement Ceremony
2. Graduation Gown Reservation Form

The 47th Commencement Ceremony of Payap University will be held on Saturday, November 16, 2024, at 6:00 p.m. at the Boonthong Poocharoen Auditorium, Payap University, Mae Khao Campus. The President will preside over the ceremony.

The Registration and Educational Service Office would like to inform the details of the graduation registration and the rehearsals of the Commencement Ceremony as follows:

1. Online Graduation Reporting and Registration

Payap University requests that all graduates to report themselves online during October 1 – 31, 2024 with the following procedure:

1.1 Access Payap University webpage, commencement.payap.ac.th.

1.2 Click on Graduation Reporting and Registration.

Firstly, fill in the survey form of your employment status. Then, process the online graduation reporting and registration.

If a graduate does not want to participate in this Commencement Ceremony, please only complete the survey form of employment status. Do not need to process the Online Graduation Reporting and Registration.

1.3 **Fees and other expenses:** Every graduate must pay the graduation fee and other expenses as follows:

Fees and other expenses	Bachelor's Degree		Master's Degree	Doctor's Degree
	Thai Programs	International Programs		
Pictures and postage	1,800	1,800	1,800	1,800
Graduation Gown rental *	321	321	642	-
Souvenir	250	250	250	250
Food and drinking water (during the rehearsal)	100	100	100	100
Fees for the Alumni Association	300	300	300	300
Graduation Registration Fee	1,300	2,100	2,100	2,100
Total	4,071	4,871	5,192	4,550

Fees and other expenses	Bachelor's Degree		Master's Degree	Doctor's Degree
	Thai Programs	International Programs		
Subtract the Damage Insurance fee (it has been paid when graduate first enrolled at the University and has not received this refund)	2,500	2,500	2,500	2,500
Total balance (approximately)	1,571	2,371	2,692	2,050

* In Case of graduates would like to rent a graduation cap and gown.
There is no Graduation Gown rental service for the Doctor's Degree.

1.4 For graduates who have payment list: -

- Print out the graduate's financial invoice from the Online Graduation Reporting and Registration System.
- Make a payment of the graduation fees as the details in the invoice.
- Upload a payment slip via the Online Graduation Reporting and Registration System.

For graduates who have refund: -

- Fill-in a graduate's bank account and upload a passbook (domestic bank only) via the Online Graduation Reporting and Registration System.
- The Finance Office will transfer the refund within February 2024 to the graduate's bank account that has been indicated in the graduation registration process.

2. Reservation and return of the Graduation Gowns: Please see the details in the webpage, commencement.payap.ac.th.

3. Schedule of the rehearsal: Please see the details in the webpage, commencement.payap.ac.th.

4. Registration*

4.1 Dress Rehearsal: Graduates must register and show their identification documents at the Registration and Educational Service Office on Friday, November 15, 2024, at 3:00 – 5:00 p.m.

4.2 Commencement Ceremony: Graduates must register and show their identification documents at the Registration and Educational Service Office on Saturday, November 16, 2024 at 3:00 – 5:00 p.m.

**Remark:* Graduates who fail to register during dates and times stated above will not be allowed to participate in the Commencement Ceremony.

5. Non-Participation in Commencement Ceremony: Please see the details in the webpage, commencement.payap.ac.th.

6. For graduates who have not received academic transcripts approved by the University Council, please come and pick them up at the Registration and Educational Service Office from now on until November 14, 2024 (without any fees). If it is over the specified period, the academic transcript will be canceled and if you would like to request a new academic transcript, you will be required to pay an educational document fee at the rate set by the university.

Sincerely yours,

(Ms. Nipaporn Euathrongchit)
Director of Registration and Educational Service Office
The Registration and Educational Service Office
Tel. 0-5385-1478 ext.370
NE/ST

