

## Course enrollment procedure for exchange students

	Schedule		Procedures
	1st semester (August)	2nd semester (January)	
<b>Course Reservation period</b>	3rd week of July	3rd week of December	The International Affairs and Corporate Relations Division (IA&CR) announces a list of courses for exchange students by email. Exchange students select their expected courses and fill in <a href="#">the Course Reservation form</a> .
	4th week of July	4th week of December	The Exchange students submit <a href="#">the Course Reservation form</a> to the IA&CR by email.
	4th week of July	4th week of December	The IA&CR forwards <a href="#">the Course Reservation forms</a> to each program.
	4th week of July	4th week of December	The secretaries of each program reserve the courses for the exchange students. The course reservation is complete.
	<b>Note: Please note that this is not the official enrollment. Exchange students must fill in the official form on their arrival.</b>		
<b>Official course enrollment</b>	1st week of August (orientation day)	1st week of January (orientation day)	Exchange students fill out courses in <a href="#">the Registration Plan form</a> .
	1st week of August (orientation day-afternoon)	1st week of January (orientation day-afternoon)	Exchange students meet their advisor to get the signature on <a href="#">the Registration Plan form</a> .
	2nd week of August	2nd week of January	Exchange students submit <a href="#">the Registration Plan form</a> to the IA&CR.
	2nd week of August	2nd week of January	The IA&CR submits <a href="#">the Registration Plan form</a> to the Registration Division.
	3rd week of August	3rd week of January	The Registration Division enrolls courses for exchange students. <b><u>Only reserved courses can be enrolled.</u></b>
	<b>Note: Exchange students should attend classes even if the enrollment is not complete yet.</b>		
<b>Course addition and withdrawal period</b>	3rd week of August	3rd week of January	<b>Adding course(s):</b> 1. Exchange students fill in the Course Addition form. 2. Exchange students get a signature from <u>the instructor of additional course(s) and a student's advisor.</u> 3. Exchange students submit the Course Addition form to the IA&CR. 4. The IA&CR consults with the school secretary for course reservation. 5. The IA&CR submits the Course Addition form to the Registration Division. 6. <u>The additional course(s) is enrolled by the Registration Division</u>
			<b>Course Withdrawal:</b> There's no form to be filled. Please contact IA&CR for course withdrawal.
	3rd week of August	3rd week of January	**Exchange students are required to receive their course registration sheet at the IA&CR office. Exchange students must check the course registration sheet carefully. If there is any incorrect courses appearing, students must contact IA&CR immediately.

### Remark

There are 3 different forms:

1. **Course Reservation form:** Exchange students submit it before arrival.
  2. Registration Plan form
  3. Course addition form
- } Students submit these forms after arrival.

**REGISTRATION PLAN**

Name Ms. Chonticha Patchotchai ID. 5722800xxx Semester/Year 1/2015  
 Use Curriculum (academic year) 2015 Academic Program ChE/IE/ME/IT/CPE/EM/MT  
 Status  1<sup>st</sup> Year  2<sup>nd</sup> Year  3<sup>rd</sup> Year  4<sup>th</sup> Year  Other Exchange Student

Course	Course Name	Credit	Section	Date	Time
ITS442	Entrepreneurship for IT Business	3	1	Monday Thursday	13:00-14:20 13:00-14:20
GTS231	Law and Technology	3	2	Wednesday	13:00-16:00
<del>ABCxxx</del>	<del>Course Name</del>	<del>x</del>	<del>x</del>	<del>xxx</del>	<del>xxx</del>
<del>ABCxxx</del>	<del>Course Name</del>	<del>x</del>	<del>x</del>	<del>xxx</del>	<del>xxx</del>
Total		6			

*Your signature*  
*Your signature*

Advisor signature *Signature of your advisor*  
 Please stamp name ( Name of your advisor )  
 Date DD/MM/YY

Student signature *Your signature*  
 Date DD/MM/YY

SRR 005

(For AS&R Div.)

Sirindhorn International Institute of Technology  
Thammasat University

**COURSE ADDITION FORM**

Classification  1<sup>st</sup> Year  2<sup>nd</sup> Year Major  CE  CGS  ChE  CPE Semester  1  2  Summer  
 3<sup>rd</sup> Year  4<sup>th</sup> Year  CS  EC  EM  IE  IT  
 Graduate Program  MS  PhD  ME  MT  Others \_\_\_\_\_ Exchange Student Academic Year 2015

Student ID. 5722800xxx Name Ms. Chonticha Patchotchai Advisor's Name Name of your advisor

Course No.	Course Name	Credit	Section	Date/ Time	Signature	
					Instructor	Advisor
ITS424	Electronic Commerce	3	8	WED/10.40-16.00	<i>Signature 1</i>	<i>Signature 3</i>
MTS340	Electronic Commerce	3	1	TU/10.40-16.00 FRI/10.40-16.00	<i>Signature 2</i>	<i>Signature 3</i>

Addition Credits	6
Total Credits for This Semester (after addition)	12

Student *Your signature*  
Date DD/MM/YY

AS&R Officer \_\_\_\_\_  
Date \_\_\_\_\_

# Course withdrawal

(For Student)

Sirindhorn International Institute of Technology (SIIT), Thammasat University

Rangsit : P.O. Box 22,Thammasat-Rangsit Post office ,Pathumthani 12121,THAILAND Tel:(662)986-9101-8 Fax: (66 2)9869112-13  
 Bangkok:160 Moo 5,Tivanond Road,Bangkok,Muang Pathumthani 12000,THAILAND Tel:(66 2)5013505-20 Fax: (66 2)5013524

STUDENT INVOICE SEMESTER 2/2014  
 Statement Of Student Account STUDENT CODE 5722808319  
 Mr.Andreas Brauchle SCHOOL Common and Graduate Studies  
 34 Oberer Sonnenberg PROGRAM Exchange Student (2014)  
 ADVISOR

DATE 14 Jan 2015

No.	LIST Description	AMOUNT (Baht)
1	Tuition Fee	
	REG MTS254: Introduction to Management Science 3 Credit sec 1	9,000.00
	REG MTS331: Economic Decision Analysis 3 Credit sec 1	9,000.00
	REG MTS332: Quality Management 3 Credit sec 1	9,000.00
	REG MTS333: Production and Inventory Management 3 Credit sec 1	9,000.00
	REG MTS338: Warehouse Operations Management 3 Credit sec 1	9,000.00
	REG MTS351: Management Systems Optimization 3 Credit sec 1	9,000.00
	<del>REG MTS352: Work Design and Analysis 3 Credit sec 1</del>	<del>9,000.00</del>
sixty three thousand baht only		TOTAL 63,000.00

Cancelled

*Your signature*  
*Date*

Please pay within (date) 05 Jan 2015 - 26 Jan 2015 ,otherwise you will be charged an extra fee for late payment.

Payment of the above amount has been received.

REMARK: Please submit this payment confirmation to SIIT Finance Division for an official receipt.

Recipient.....Date.....

Please cut here. -----

(For Bank)

<p>Sirindhorn International Institute of Technology (SIIT),Thammasat University</p> <p>Rangsit : P.O. Box 22,Thammasat-Rangsit Post office ,Pathumthani 12121,THAILAND Tel:(662)986-9101-8 Fax: (66 2)9869112-13                  Bangkok:160 Moo 5,Tivanond Road,Bangkok,Muang Pathumthani 12000,THAILAND Tel:(66 2)5013505-20 Fax: (66 2)5013524</p>	<p>ใบแจ้งการชำระเงินเพื่อนำเข้าบัญชี</p> <p>Payment of Student Account</p> <p>Payment Due Date: 05 Jan 2015 - 26 Jan 2015</p> <p>SERVICE CODE : SIIT</p> <p>ชื่อ-สกุล : Mr.Andreas Brauchle                  Student Name</p>
<p>[ ]Bank of Ayudhya Public Company Limited. Comp Code : 53883</p> <p>[ ]Thai Military Bank Public Company Limited. Comp.Code. 112</p>	