



The Graduate School Kasetsart University

Thesis Binding Submission Form for Students Composing Thesis Using iThesis



Student's Name: (Mr/Ms/Mrs/Title)Last name:.....
 Degree: Doctoral Degree Master's Degree Program: Regular Program Special Program Golden Jubilee Program
 Student's ID No.: Major Field: (Major Field Code:)
 Contact Phone No.: Thesis format: iThesis Thesis by publications
 Final Oral Examination was taken on.....

● For students to verify accuracy and completion of the submitted documents:

1. Students must pay the registration fees for every semester. (In cases students have been granted a tuition fee deferment, please verify and attach the proof of tuition fee payment.) Students must register in the semester in which they graduate.
2. For students who receive a scholarship from the Graduate School and are required to publish their thesis before graduation, they must request a certification of compliance with the scholarship conditions from the Graduate School's Scholarship Division.
3. The Result of Thesis Publication Verification (TH.04) and Application for Thesis Access Restriction form (TH.05):

| TH.04 | TH.05 (Only for students who would like to restrict access to thesis after graduation.) |
|--|--|
| <input type="checkbox"/> Approved on <input type="checkbox"/> TH.04 has been submitted and is currently under review by the Graduate School <input type="checkbox"/> TH.04 has not yet been submitted due to pending publication of the thesis | <input type="checkbox"/> No restrict access to student's thesis <input type="checkbox"/> Already submitted TH.05 and waiting for verification from the Graduate School <input type="checkbox"/> Approved on..... |

4. Students are required to submit the following PDF files:

1) Thesis manuscript

1.1) All contents of the student's thesis (use the file with a barcode and without a watermark).

1.2) Thesis Approval Form, with Thai (if any) and English abstract page with original signatures (use the versions with a barcode and without a watermark). *

2) Form for Thesis Binding Submission and Delivery of the Thesis Book to the Given Student's Address.

(available for download at <https://docs.grad.ku.ac.th/calculator/>) *

3) Documents for Submission of Complete Thesis (printed or downloaded from the Submission Document menu in the iThesis system) with all required signatures. *

4) Application for Graduation form (available for download at <http://info.grad.ku.ac.th/endform/>) with all information filled in and all required signatures. *

5) Acquisition of Library Financial Status form from the Office of The University Library, Kasetsart University.

6) A copy of degree certificate in collaboration with Kasetsart University.

(This item is only applicable to students studying under Double/Dual Degree Program.)

Student's Signature.....

Date.....

*After submitting the TH.02-2 form via the Online Graduate Request Submission System, the documents specified in Items 1.2, item 2, item 3, and item 4 must be submitted with originally signed hard copies either by postal mail or in person to the Graduate School (see details on the next page). All signed request forms must comply with the guidelines of the Graduate School.

(Please see further information from the Online Graduate Request Submission System)

For The Graduate School

To: Dean

Signature

Date

For Financial Officer

Signature

Date

1.1) All contents of the student's thesis, starting from the thesis cover to the student's curriculum vitae page, must be submitted as a .pdf file. Please use the version with a barcode and without a watermark. The Thesis Approval Form and Abstract(s) do not require signatures from the student or the advisory committee.

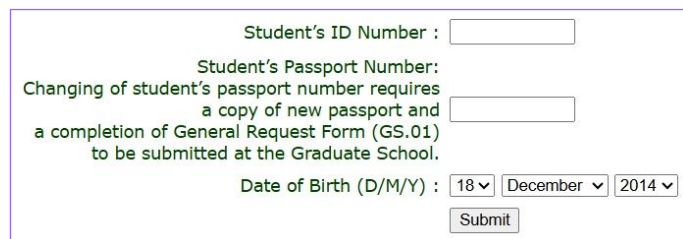
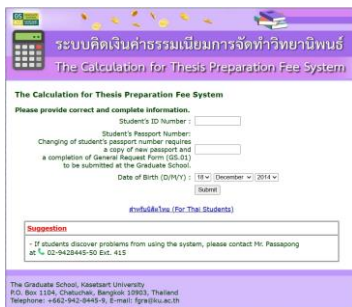
[File naming format setting must be as follows: StudentID.pdf - - > e.g., 6312345678.pdf]

1.2) Thesis Approval Form, with Thai abstract (if any), and English abstract with all required original signatures must be submitted as .pdf files (Thesis written in English does not require the Thai abstract). Students must scan the documents (the versions with a barcode and without a watermark) and upload them via the Online Graduate Request Submission System.

[File naming format setting must be as follows: StudentIDTH.pdf - - > e.g., 6312345678TH.pdf]

The Guidelines for completing the Thesis Submission Form and Student's Thesis Delivery Address

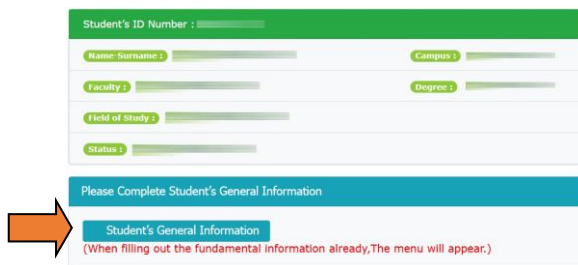
1. Access the calculation for thesis preparation fee system at this link: <https://docs.grad.ku.ac.th/calc/>



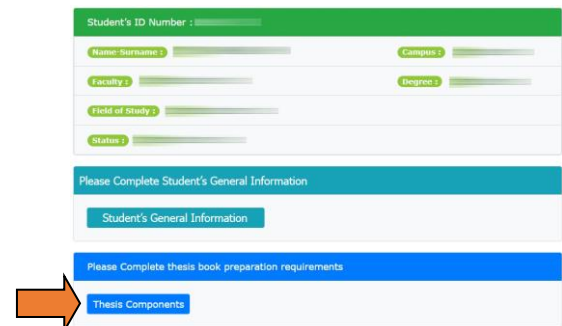
2. Follow the steps below:

2.1 Fill in your general information.

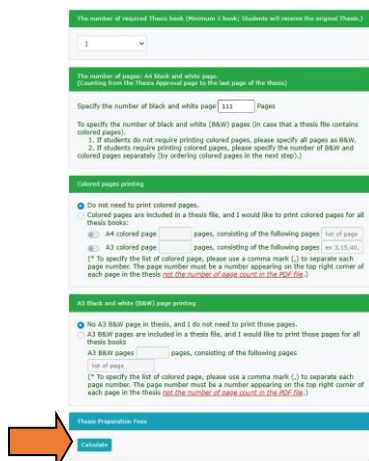
(Once the general information is entered, the menu for calculating thesis preparation fees will appear.)



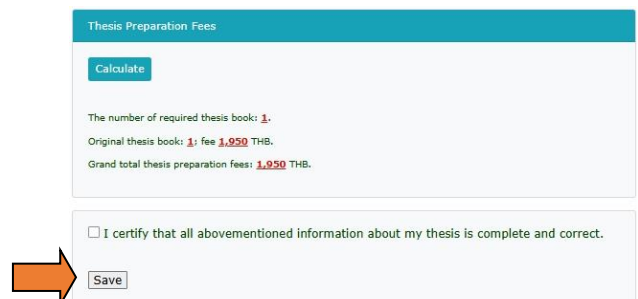
2.2 Specify your thesis printing/order details.



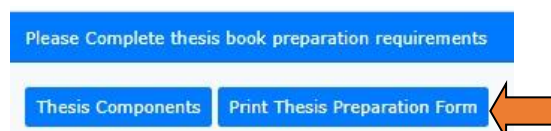
2.3 Fill in the information for ordering the thesis copies and click "Calculate."



2.4 Review and save information.



2.5 Print the submission form.



2.6 Students must sign and date the request form before submitting it to the Graduate School.

Sign (Student):
 / /

Other Instructions

1. After students submit the TH.02-2 form via the Online Graduate Request Submission System, the following documents must be sent to the Graduate School:

1.1 The Thesis Approval Form with all required original signatures (use the version with a barcode and without a watermark).

1.2 The Abstract with all required original signatures (use the version with a barcode and without a watermark). The date at the bottom of the abstract **must match the date signed by the thesis advisor**. (Thesis written in English does not require the Thai abstract.)

1.3 The Application for Graduation form with all required signatures.

1.4 Form for Thesis Binding Submission and Delivery of the Thesis Book to the Given Student's Address. (Please complete all required information accurately and fill in your signature and the date.)

Note: Once the documents in items 1.1 – 1.4 are received by the Graduate School, a notification will be sent to the student via the WRTS system.

2. To submit your thesis by postal mail, please provide the information as shown in the example. Alternatively, you may submit your thesis in person at the Graduate School.

| |
|--|
| <p>Student's First name - Surname:</p> <p>(Major Field:))</p> <p style="text-align: center;">To</p> <p style="text-align: right;">The Graduate School, Kasetsart University P.O. Box 1104, Chatuchak, Bangkok 10903</p> <p style="text-align: right;">(Educational Quality Assurance Section)</p> |
|--|

3. Procedure after submitting thesis by postal mail or submitting thesis in person at the Graduate School.

3.1 Follow up your request via the WRTS system. If corrections or additional documents are requested, you must complete them accordingly. When the WRTS system displays the status “**Approved / Payment Required**”, please wait for the financial officer to notify you again regarding the thesis preparation fee before making the payment.

3.2 Financial officers will provide payment details for the thesis preparation fee via the WRTS system. (Students can click the button at the bottom of the WRTS page to download and view the payment details.)

3.3 Students make the payment and submit payment proof to the Graduate School via: <https://docs.grad.ku.ac.th/calc/>.

3.4 The Graduate School will verify the payment and issue the official receipt for the thesis binding fee to the student via the WRTS system.

3.5 Students can check the list of graduates at <https://www.grad.ku.ac.th/graduatecomplete/>.