

How to obtain documents by international post

1. Transcript and Educational Documents

- 1.1 Submit request for the documents at reg.sut.ac.th (select Normal to receive in person)
- 1.2 Pay for document fee indicated in the fee statement system.
- 1.3 Submit proof of payment for documents along with name-surname, student identification number and postal address to E-mail: graduate@sut.ac.th
- 1.4 Staff will calculate the international postage cost, the student will be informed of the shipping fee payment through money transfer to Siam Commercial Bank (SCB) bank account number 707-2-35379-0, account name Suranaree University of Technology.
- 1.5 After payment is made, the student submits proof of payment by email to E-mail: graduate@sut.ac.th
- 1.6 Staff will inform the student of the delivery date and parcel track number via E-mail.

2. Diploma

- 2.1 Submit request for degree certificate deliver by email at graduate@sut.ac.th. Provide student name-surname and student identification number.
- 2.2 Staff will calculate the international postage cost. The student will be informed of the shipping fee payment through money transfer to Siam Commercial Bank (SCB) bank account number 707-2-35379-0 account name Suranaree University of Technology.
- 2.3 After payment is made, the student submits proof of payment by email to E-mail: graduate@sut.ac.th
- 2.4 Staff will inform the student of the delivery date and parcel track number via E-mail.

****SUT shall not be liable for any damage or loss of international courier by Thailand post company. The degree certificate cannot be reissued. Only a replacement of degree diploma can be requested instead.**