Prince of Songkla University Announcement
New International Student Preparation Procedures for Academic Year 2017

Students who have been accepted to PSU need to report and register to be considered a PSU student, otherwise their student status will not be considered complete. In case the student cannot report in time, a written notification to the university is needed within seven days from the due date of self-report, otherwise it will be considered a withdrawal from the current semester. Students who do not report within 30 days from the due date will not be eligible to be a student of PSU. All eligible students must go through the procedures listed below:

1. **Document preparation and self-report information**

    1.1 Check the Student ID on the website: http://www.reg.psu.ac.th

    1.2 Provide information in the student database at

http://www.psu1-2.psu.ac.th/PSU1-2/ and upload the following document files through the system (SE-DOC) at http://regfile.psu.ac.th/student:

- Photo of student (undergraduates in student uniform, graduate students in black, gray or navy blue suit), without hat or glasses. Veil is allowed; it should be white for undergraduate students, while for graduate students it should be white or identical to the suit's color.

- Passport main page

- A certified, complete academic transcript

After providing data in the database and uploading the required documents, the report will be issued within 2 days.

Processing date (topic 1.1-1.2)

Session 1: May 10-17, 2017

Session 2: July 10-18, 2017

1.3   Pay tuition fees through our bill payment system between July 24 - August 2, 2017 (go to http://sis.psu.ac.th, print out the invoice to pay at Siam Commercial Bank Public Company Limited, Bangkok Bank Public Company Limited, or Krung Thai Bank Public Company Limited).

Note: paid tuition fees will NOT be refunded in any case, even after withdrawal. Undergraduate students already confirmed to be PSU students can pay the remaining tuition fee or pay the amount determined by their faculty.

2. Self-report and Student ID card

2.1   Date and venue

Self-reporting for academic year 2017 can be done at the Central Learning Building (REG) on the following dates and times;

August 5, 2017	
Undergraduate students	
Morning (08.30 – 11.30 a.m.)	
Science	08.30 – 10.00 a.m.
Dentistry	10.00 – 10.30 a.m.
Traditional Medicine	
Natural Resources	10.30 - 11.00 a.m.
Economics	11.00 - 11.30 a.m.
Veterinary Sciences	
Afternoon (01.30 – 04.30 p.m.)	
International College	01.30 – 02.00 p.m.
Nursing	
Engineering	02.00 – 03.00 p.m.
Medical Technology	03.00 – 03.30 p.m.
Pharmaceutical Sciences	
Agro-Industry	03.30 – 04.30 p.m.
Law	

August 6, 2017	
Morning (08.30 – 11.30 a.m.)	
Management Sciences	08.30 – 10.00 a.m.
Medicine	10.00 - 11.30 a.m.
Liberal Arts	
Graduate students	
Afternoon (01.30 – 04.30 p.m.)	
Students attending Semester 1/2017	

2.2   Self-report processing

2.2.1   Submit the following self-report documents:

- Self-report Form (1.2)

- A certified, complete academic transcript

2.2.2 Confirm self-report via the system

2.2.3 Receive student ID card

The university requires all new students to have a student ID card (PSU ATM ID CARD) to use on-campus services such as the library and computer center. It can also be used as an ATM card at Siam Commercial Bank Public Company Limited (SCB). The requirements are detailed below:

- A copy of passport main page

- Annual fee of 100 baht (first payment due when opening an account at the bank)

3. Registration

The university requires students to self-register online at https://sis.psu.ac.th. The course registration system contains compulsory course details, listed in the Handbook for Undergraduate Students Year 2017 (English course students can check the registration following the university's announcement regarding the registration for the foundation English course for PSU Hat Yai Campus, at http://reg.psu.ac.th/reg/notificatguidline/news1-4-1-50.pdf. Students must confirm the course registration; otherwise it will be considered incomplete, resulting in ineligibility to attend classes.

4. **Class Attendance**
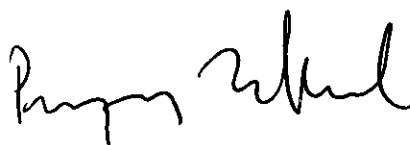
   Check the academic calendar 2017 on the website:

http://reg.psu.ac.th/reg/eng_calendar.aspx.

5. **Orientation and student loan**

   Undergraduate students: http://student.psu.ac.th

   Graduate students: http://www.grad.psu.ac.th/

Announced on August 1 , 2017

(Assoc. Prof. Dr. Perapong Tekasakul)
Vice President for Research System and Graduate Studies
Acting for the President of Prince of Songkla University

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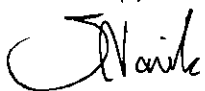

   Announced on August 1 , 2017

   (Name)   Perapong Tekasakul
   (Assoc. Prof. Dr. Perapong Tekasakul)
   Vice President for Research System and Graduate Studies
   Acting for the President of Prince of Songkla University

Certified Copy

(Mr. Nawanik Junlanop)
Academic Officer

Nawanik / Typed / Revised