

## Announcement

# Regulation for Semester Registration

In order to enhance the efficient and complete registration, the Joint Graduate School of Energy and Environment would like to announce the student procedures for registration in this semester as following:

1. The student, who has studied more than 5 years, must submit the form AS 06-1 at least 30 days before the registration date of each semester.
2. The student, who would like to take the semester drop, must submit the form AS 07-2 at least 30 days before the registration date of each semester.
3. In the case that the student cannot register on the registration due date, the student must submit the form AS 07 (late registration request) at least 15 days before the registration date of each semester.
4. In the case that the student takes the semester drop during the scholarship contract, the student must submit the request for extending the scholarship contract to the school, get the approval, and return the new scholarship contract to the school at least 30 days before the registration date.
5. In the case that the student would like to submit the form AS 06 (status retention request), the form must include the signatures of supervisor and assistant director along with the student signature.
6. In the case that the student pay the registration fee via JGSEE bank account, the student must submit the evidence of money transfer along with the registration form (the money transfer evidence can be submitted by faxing to 02-872-6736 or emailing to [supaphan@jgsee.kmutt.ac.th](mailto:supaphan@jgsee.kmutt.ac.th))
7. The registration form must include the signature of supervisor along with the student signature.
8. This regulation will be applied in the semester 1/ 2013

Announced on April 19, 2013



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