Office of the Registrar
King Mongkut's Institute of Technology Ladkrabang
Recommendation for Online Matriculation
Undergraduate Level
Academic Year 2022

Applicants, who have confirmed the right to study at King Mongkut's Institute of Technology Ladkrabang in the undergraduate level and completed the payment of the confirmation fee (the confirmation fee is the tuition fee of the first semester), must carry out the process of matriculation as described as follow:

1. **Matriculation schedule**

Admission Type	Date
TCAS 1 (Thai program only)	17 - 27 May 2022
TCAS 2 (Thai program only)	1 - 10 June 2022
TCAS 3 / International program / High vocational continuous to bachelor program / High vocational premium program	20 - 24 June 2022
TCAS 4 / International program / High vocational continuous to bachelor program / High vocational premium program	29 June - 1 July 2022

Remark: Eligible applicants must confirm the right to study and pay the confirmation fee (first semester's tuition fee pay in advance) before complete the online matriculation.

2. **Required documents**

   2.1 Official transcript of records illustrated the details of the study in the Mathayom 4 to 6, or equivalent, with the school director's signature and the seal of the school.

   2.2 Thai National Identification Card. For foreigners, a passport with a valid expiration date is used instead.

   2.3 Evidence of Name/Surname Change (if any).

   2.4 Letter of consent for use and disclosure of information.

   2.5 Confirmation letter for matriculation and data authentication.

2.6 Other evidence as specified by the Office of the Registrar (if any).

2.7 Student photo. (see details in item 3.4 about student photo file).

Remark: Official form of documents stated in Item 2.4 and 2.5 can be downloaded at www.reg.kmitl.ac.th/matriculation

3. **Matriculation procedure**

Online matriculation must be completed according to procedure described as follows

3.1 Login to the online matriculation system at www.reg.kmitl.ac.th/matriculation

3.2 Fill in all information on the KMITL No.1 form through the matriculation system (www.reg.kmitl.ac.th/matriculation) according to the schedule specified for each admission type described above.

3.3 Preparing documents to be uploaded as follows

    3.3.1   Make the photocopied of documents in items 2.1 to 2.3 on the A4-paper separating one page of document on one page of paper. The information displayed on photocopied documents must be able to clearly see and read.

    3.3.2   Sign and verify the true copy of all pages of the photocopied documents.

    3.3.3   Thai student makes the photocopied only on the front page of Thai National ID card. The Foreigner makes photocopied on the page of the passport holder and expiration date renewal page (if any).

    3.3.4   Complete and sign the downloaded forms of item 2.4 and 2.5. For unmatured person (under 20 years of age), the signature of student's parent or guardian is required to agree with the matriculation.

    3.3.5   Any document that is not displayed in Thai or English is needed to translate into Thai or English and has to be certified the true copy of the translation.

    3.3.6   Taking photos or digital scan all documents in PDF or JPG file format and the file's size should not exceed 2 megabytes (MB) for each item.

      * Information and the certified signature signing on each page of document have to be clearly seen and readable.

** Signing the signature using data tablet or an electronic pen/pencil is not allowed according to the announcement of King Mongkut's Institute of Technology Ladkrabang of the matriculation as a student of undergraduate and graduate students.

3.4 Preparing student photograph

There are 2 main parts of the instructions for preparing student photograph, there are regulation of student uniform and an online photo taking, describes as follows.

3.4.1 Student uniform

Female student (Undergraduate)

- Wearing KMITL student uniform (if any) or white shirt with collar button up.
- Polite hairstyle and color (long hair must be kept tidy setup).
- Do not wear sunglasses and jewelry.
- Polite color, such as white or black, is allowed for Muslim female students.

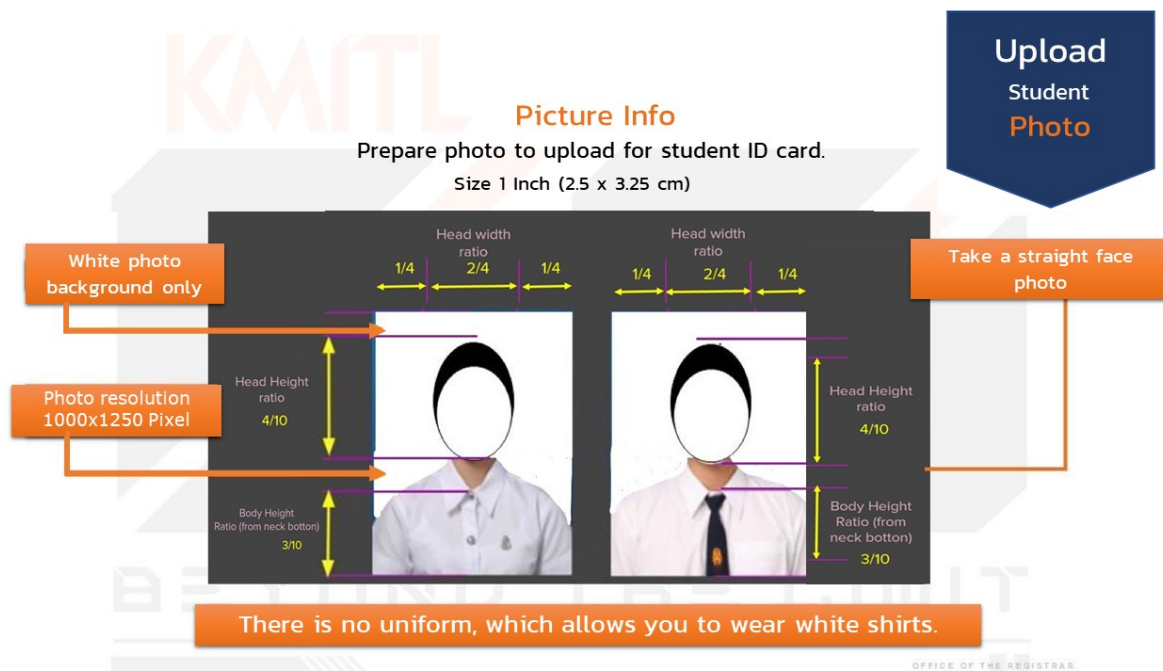**Male student (Undergraduate)**

- Wearing KMITL student uniform (if any) or white shirt with collar button up.
- Polite hairstyle and color (long hair must be kept tidy setup).
- Do not wear sunglasses and jewelry.
- No mustache and beard unless it is stated by a religion.

3.4.2 Uploading student's photo

The specification of photo is shown below.

Picture Info
Prepare photo to upload for student ID card.
Size 1 Inch (2.5 x 3.25 cm)

Upload
Student
Photo

White photo background only

Photo resolution 1000x1250 Pixel

Head width ratio
1/4 2/4 1/4

Head Height ratio
4/10

Body Height Ratio (from neck botton)
3/10

Head width ratio
1/4 2/4 1/4

Head Height ratio
4/10

Body Height Ratio (from neck botton)
3/10

Take a straight face photo

There is no uniform, which allows you to wear white shirts.

      3.4.2.1 Taking a photo through the online matriculation system

      Student can use Photo Taking Menu directly available on the online matriculation system. Any device with camera built-in, such as a computer, tablet, or mobile phone can be used. Please study the instruction carefully before using the system.

3.5 Please check the correctness and completeness of your information before uploading documents before confirming your matriculation.

3.6 Office of the Registrar will complete checking all information and the uploaded documents within 5 working days after the date of confirmation of the matriculation. If there is any correction needed to be made on filling information or the uploaded document, student will be informed by email to complete the online matriculation system again.