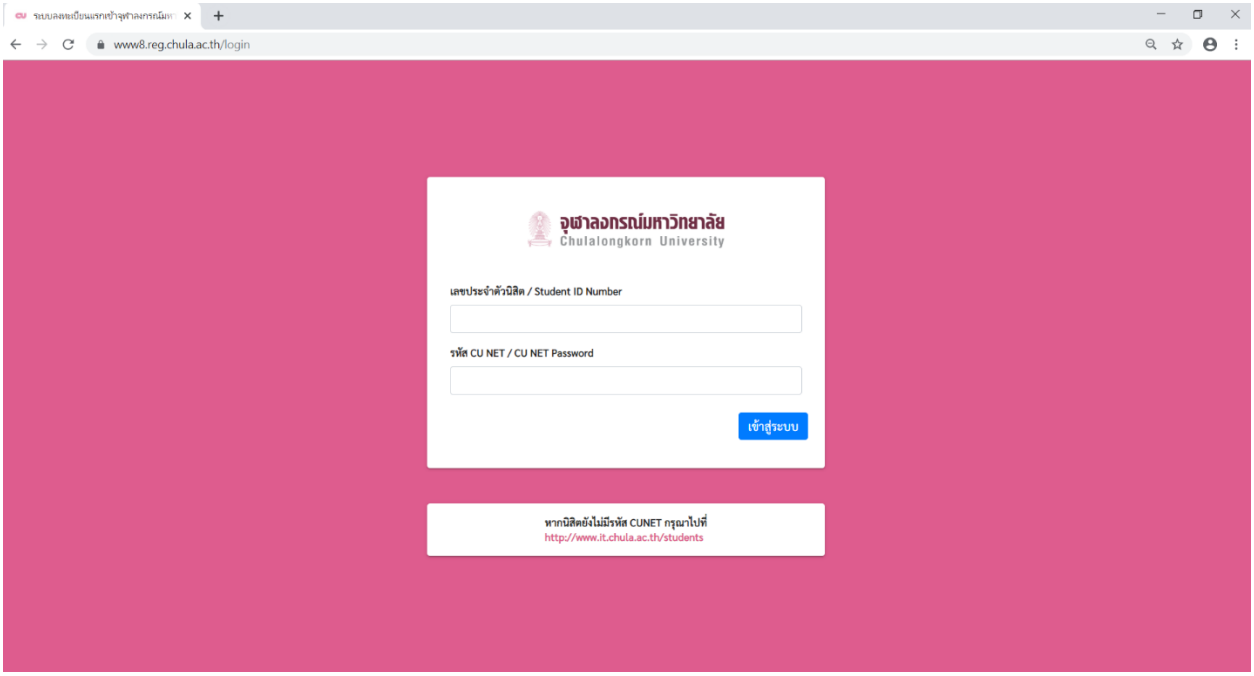
Online Enrollment Manual

(For Graduate Students)

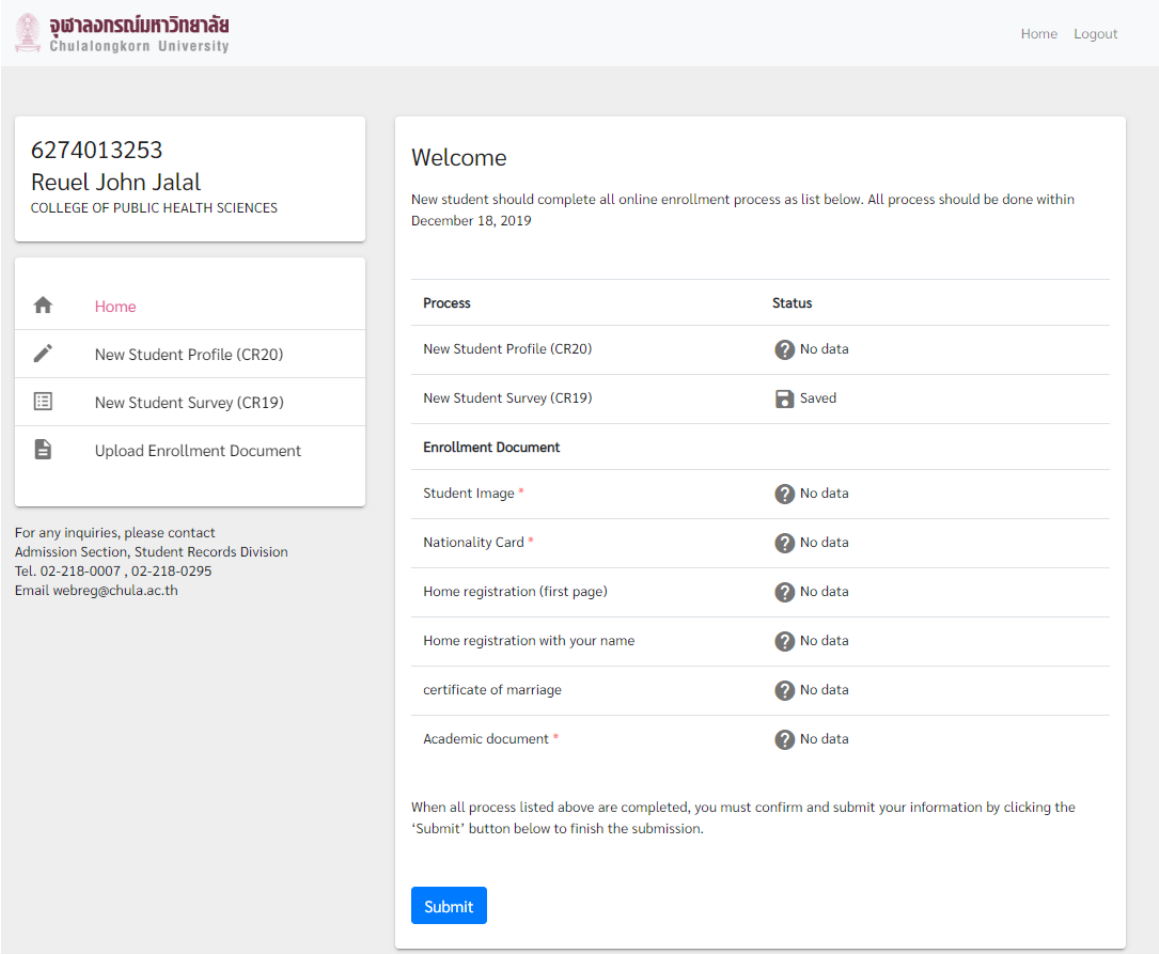
STEP 1 Go to **www8.reg.chula.ac.th**



Fill in **Student ID** and **CU NET Password** to login into the system

Online Enrollment First Page

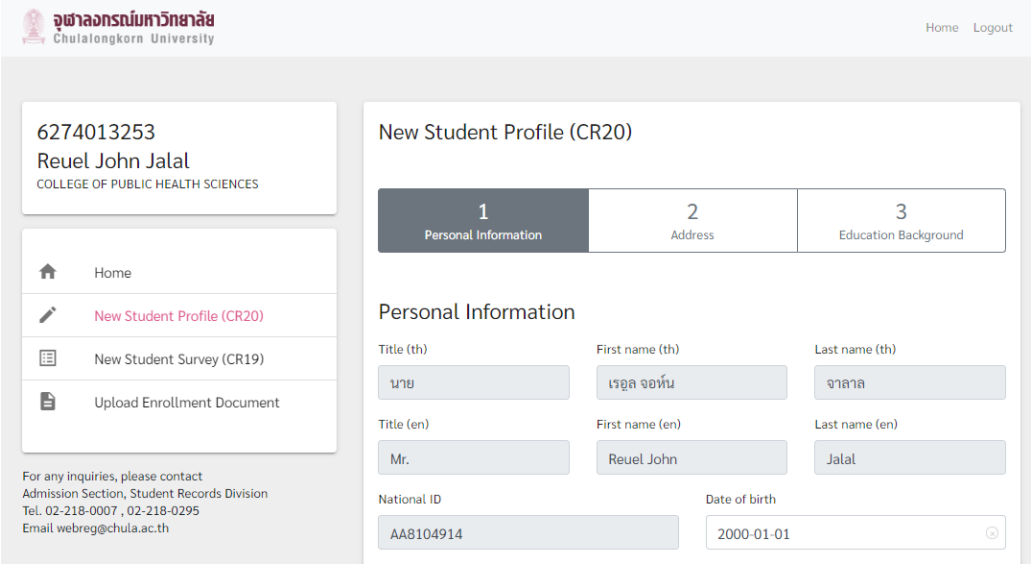
After logging in, you will be brought to the first page of the Online Enrollment System. Please follow the steps shown on the left side.



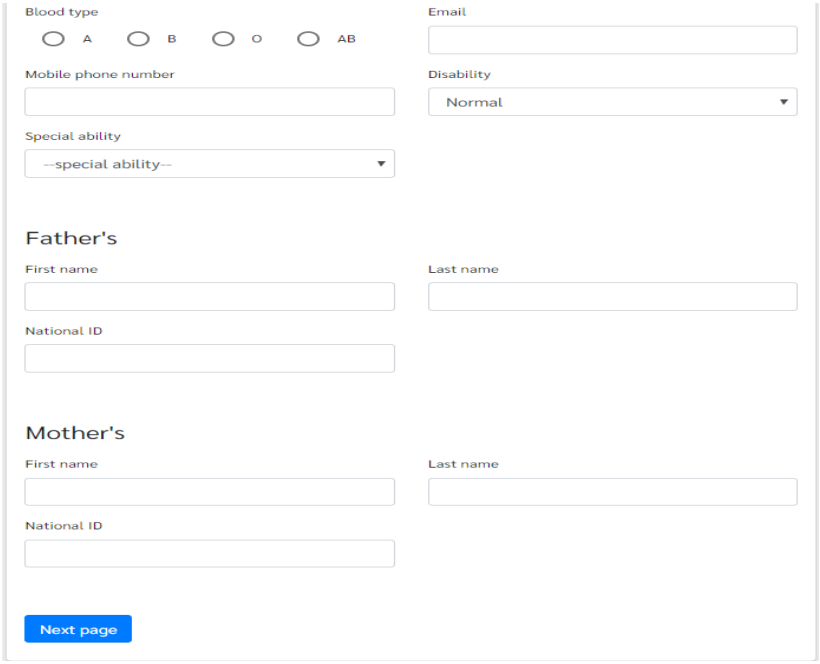
When each step is completed, the status will be shown as “SAVED”.

<u>STEP 2</u> New Student Profile (CR20)

Students will need to fill in their profile in this step. There are 3 parts: Personal Information, Addresses, and Education Background.

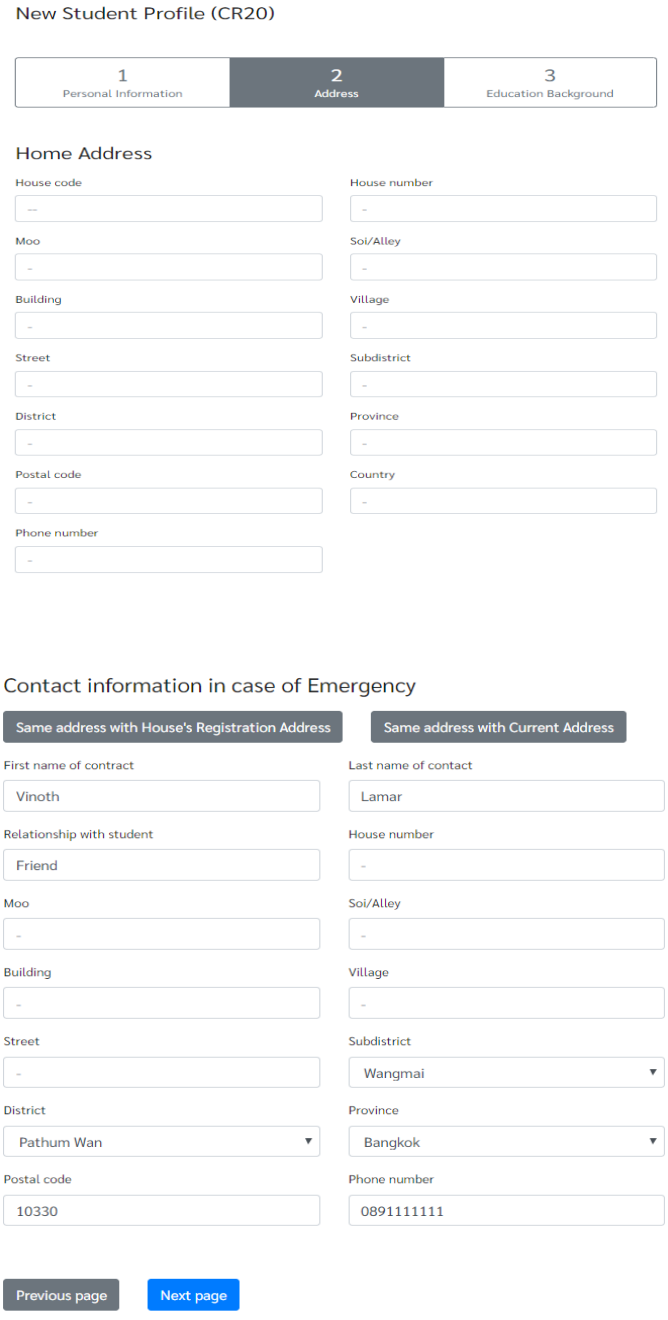


Personal Information: consists of your date of birth, religion, e-mail, etc.



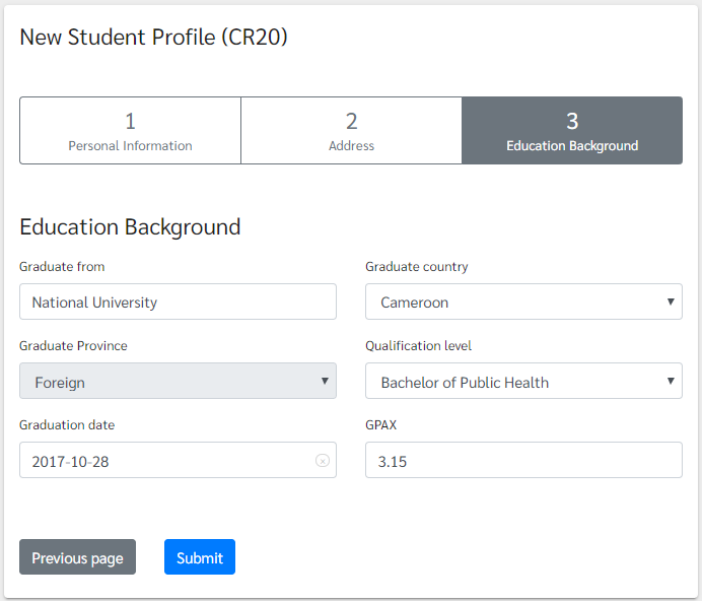
(In case you cannot obtain your father/mother's identification or passport number, fill in 13 zeros (0000000000000)

Address: consists of your home address, current address, and address for emergency contact. (You can modify your current address later after semester has started.)



(Fill in 00000000000 in “House Code” field)

Education background: input your education background of your previous degree that you used to apply into Chulalongkorn University.

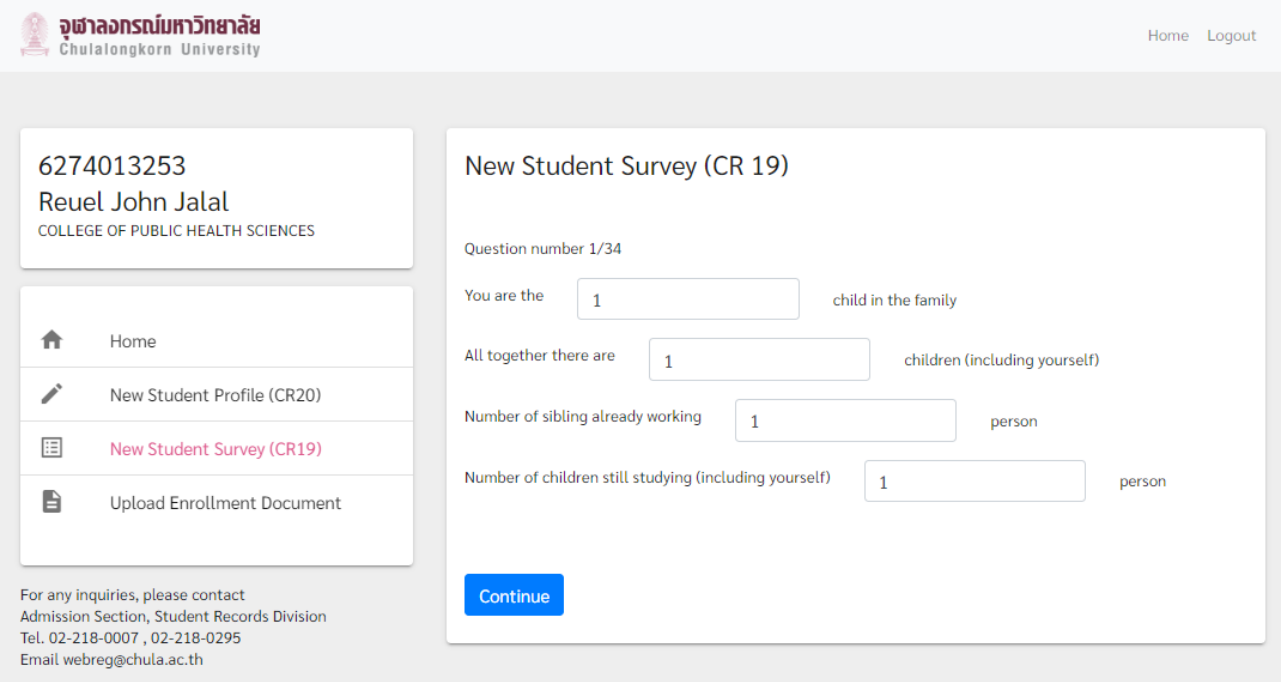


After you have completed all 3 parts of the New Student Profile (CR20), click “Submit”

*** Check the input information before clicking Submit ***

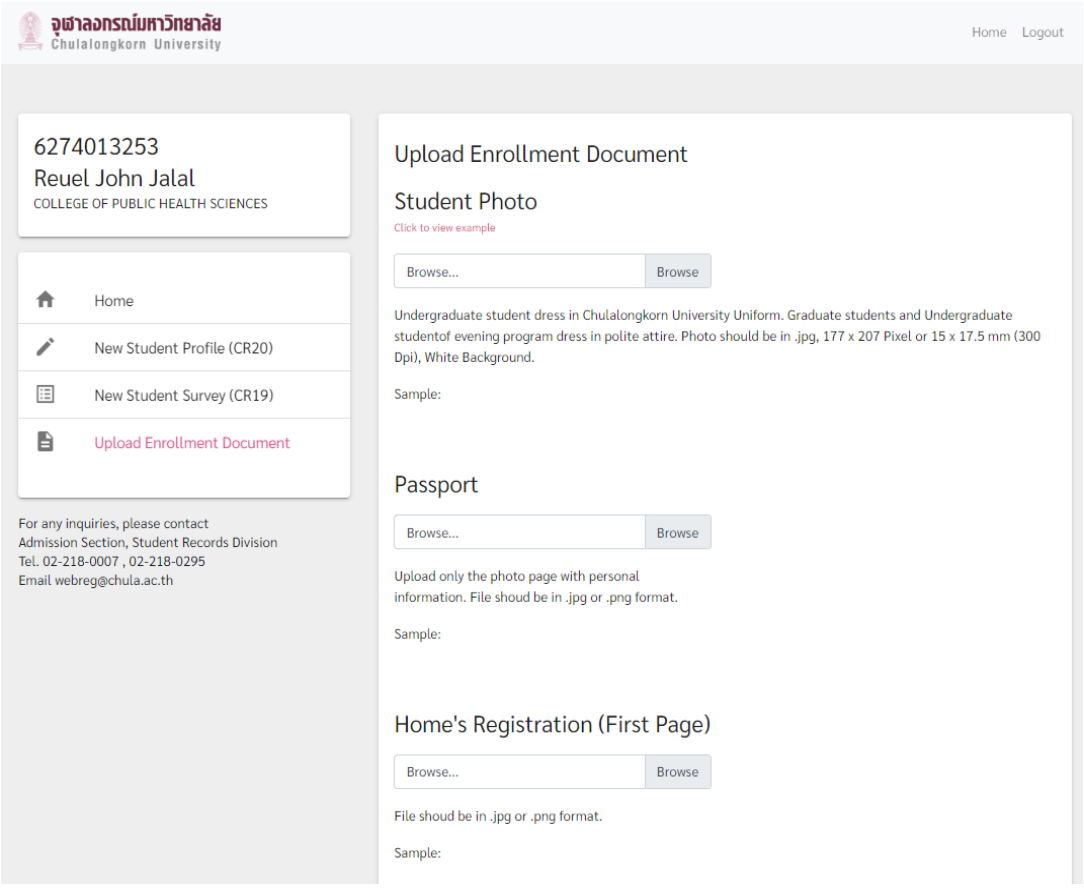
STEP 3 New Student Survey (CR19)

Choose “New Student Survey (CR19)” from the menu on the left and complete the survey.

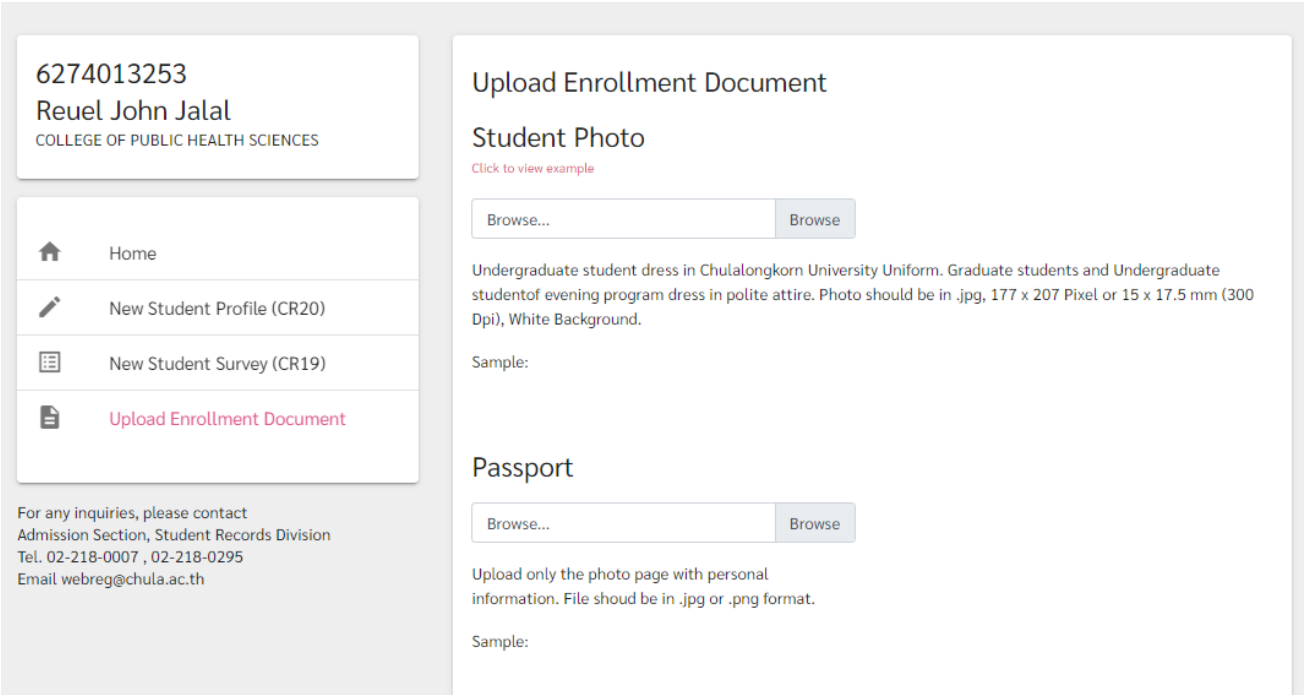


STEP 4 Upload Enrollment Document

Choose “Upload Enrollment Document” from the menu on the left.



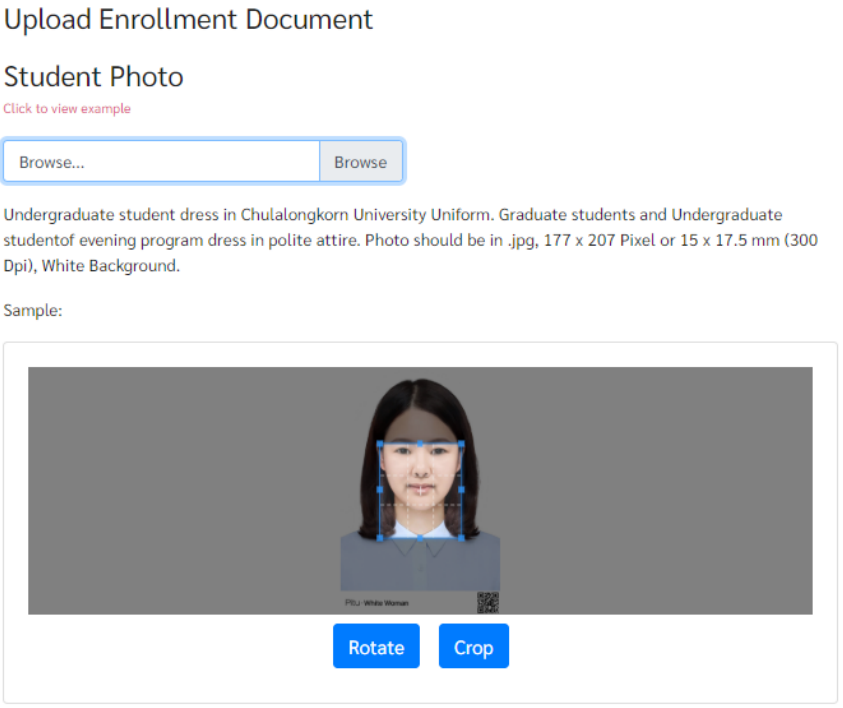
Click “Browse” to select the file to be uploaded.

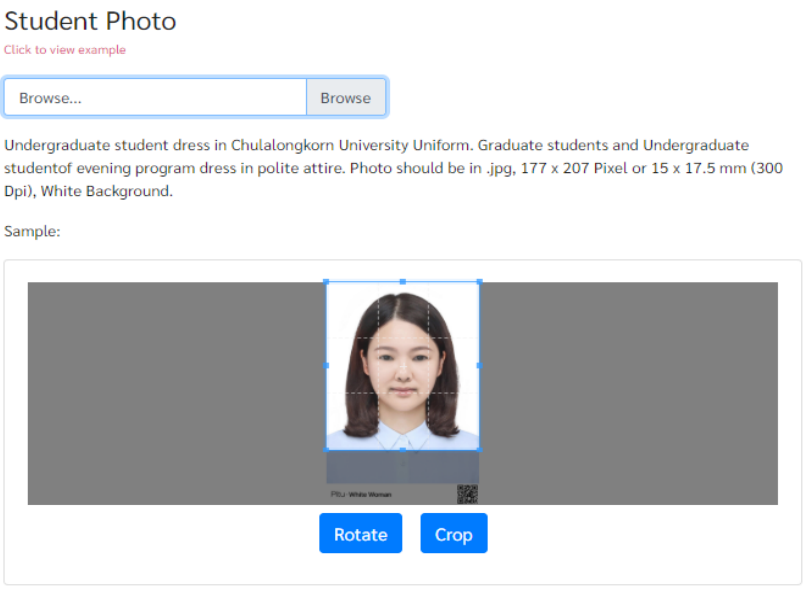


The preview of the selected file will appear on the screen. Click “Upload” to upload the files into the system. If you need to change the file, click “Browse” to reselect the file.

Uploading Student Photo

Uploaded photo can be cropped appropriately into the right scale.





After cropping the photo into the right scale, click “Crop”, and the preview of the cropped photo on the student card will be shown.

If you need to re-crop the photo, click “Browse” to upload it again.

The preview of the selected file will appear on the screen. Click “Upload” to upload the files into the system. If you need to change the file, click “Browse” to reselect the file.

Uploading Passport

The passport must not be expired. Upload only the photo page with personal information.

House Registration

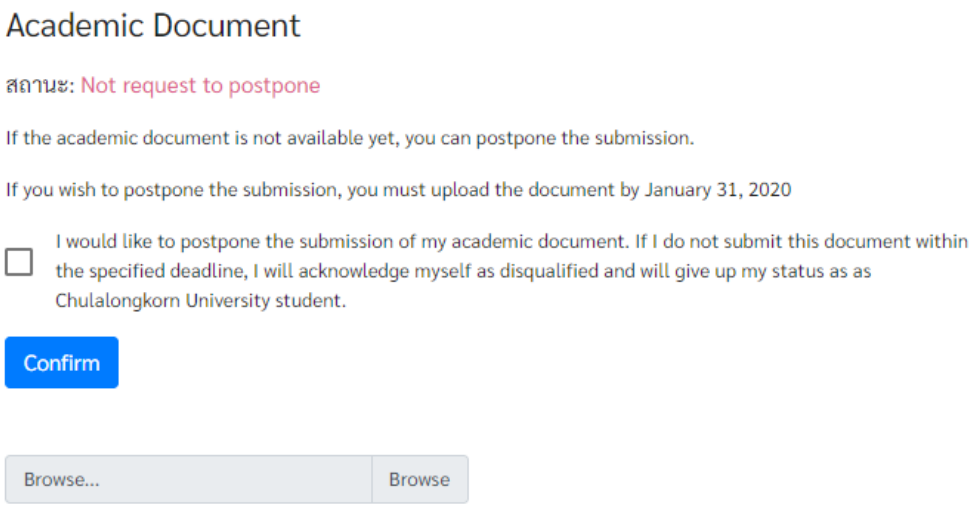
Foreign students do not have to upload house registration document.

Certificate of Name/Surname Change (if applicable)

If your current name does not match with the name on your previous degree certificate or transcript, you must submit the certificate of name/surname change.

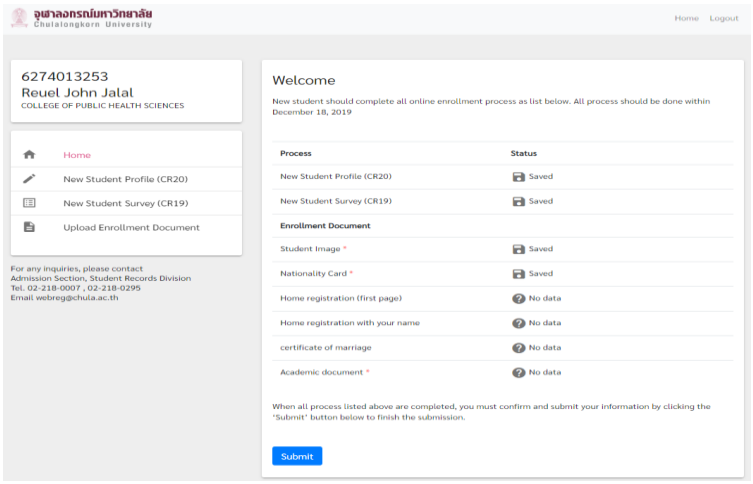
Academic Document

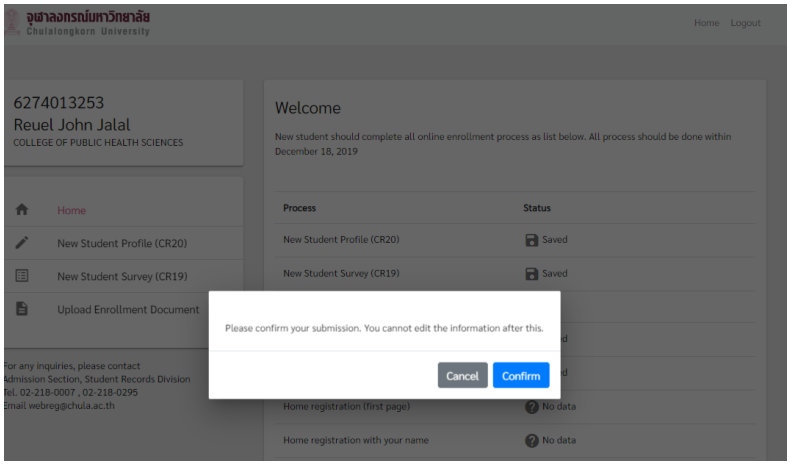
The academic document of your previous degree that is used to apply into Chulalongkorn University such as a transcript, a certificate of academic achievement, or a degree certificate. The document must be a complete version with the degree name and date of graduation.



If you have not yet received the documents from your previous institution, you can postpone the submission by clicking the checkbox and then click “Confirm”. You will need to upload the postponed document by January 31, 2020.

After all documents has been uploaded, you will be brought back to the main page automatically. Click “Submit” to submit all documents into the system.





After you have completed Online Enrollment, you can check the results by logging back into the system from December 27 2019 onwards.

If the submitted documents are valid (photo and passport), and you have registered and paid for tuition fees, you will be able to request for Student Card through CUNEX Application.