College of Management
Mahidol University

GRADUATION REQUEST SYSTEM

Version 1.0 Build 202512

REGSTRATION MANUAL

🔗 Registration Link:
https://student.cm.mahidol.ac.th/graduation

📞 Help and Service:
Line Application | @cmmuservice

CMMU ACADEMIC AFFAIRS

GRADUATION REQUEST SYSTEM (SUMMARY PROCESS)

College of Management
Mahidol University

Step 1
Submission of Graduation Request Form

1 - 2 working days

Step 2
Graduation Eligibility Verification

1 - 3 working days

Step 3
Graduation Survey

10 Minutes

Step 4
Pay Graduation Fee

After paying the graduation registration fee, students may request a **'Certificate of Expected Graduation'** for use while awaiting official approval.

Step 5
Nomination for Approval (College Level)

30 - 60 days

Step 6
Nomination for Approval (University Level)

30 - 60 days

Step 7
Confirmation of Graduation Completion

Students may request a 'Certificate of Graduation' and an 'Official Transcript' after graduation confirmation.

7 - 10 working days

Step 8
Graduation Registration (University Level)

CMMU ACADEMIC AFFAIRS

GRADUATION REQUEST SYSTEM

College of Management
Mahidol University

GRADUATION REGISTRATION

Please sign into your pages account same Student Infomation

STUDENT ID
6750000

This field is required.

PASSWORD
Credentials

Sign in

Wisdom of the Land in
Management Education

CMMU Mission: To develop organizational leaders through practical learning, relevant
research and industry engagement

How to Request?

Log in to the system using your **Student ID (without the prefix "g")** followed by your **registration password**.

Example:
Student ID: g6850123 → Login with: **6850123**

Note: If you have forgotten your password, please contact our Academic Affairs staff via LINE Official Account: **@cmmuservice**

Hint: Your password may be the **last 4 digits of your Thai Citizen ID or Passport Number**, unless you have changed it.

GRADUATION REQUEST SYSTEM

Step 1

Please read through all the application process carefully. You will see the estimated processing time for each step, as well as when you will be eligible to request documents related to your graduation.

After reviewing all the information, please click the **"Submit Request"** button to begin the graduation process.

Once you click the **"Submit Request"** button, a confirmation window will appear. You will be asked to verify your **full name in both Thai and English**, as well as the **title of your thematic paper or thesis**.

- If all information is correct, please click **"Correct"** and then **"Confirm"** to proceed.
- If any information is incorrect, please click **"Cancel"** and contact your program **Educator** to have the information updated **before proceeding to the next step**.

GRADUATION REQUEST SYSTEM

Step 1: Submission of Graduation Request Form

Students must click the **"Submit Request"** button to begin the graduation registration procedure. This button will be enabled only after the Thesis or Thematic Paper has been successfully submitted to the e-Thesis system.
🕐 1–2 working days

Date Submited: 22 Jul 25

🕐 Wait for Receive

Date Received 22 Jul 25

After you have submitted your request, please allow **1–2 business days** for the Registrar's Office to acknowledge receipt.

Once your request is received, the document status will change from **"Wait for Receive"** to **"Date Receive [DD/MM/YY]"**.

If your status does not change within **2 business days**, please contact the Registrar's Office via LINE Official Account: **@cmmuservice**.

≡ **Step 1:** Submission of Graduation Request Form

Students must click the **"Submit Request"** button to begin the graduation registration procedure. This button will be enabled only after the Thesis or Thematic Paper has been successfully submitted to the e-Thesis system.
⏱ 1–2 working days

Date Submited: 22 Jul 25   Date Received 22 Jul 25

≡ **Step 2:** Graduation Eligibility Verification

The Registrar's Office will verify whether students meet the graduation requirements, including completion of all coursework, settlement of all outstanding fees, and return of any overdue library items.
⏱ 1–3 working days

⏱ Verification in Progress

Outstanding student status maintenance fee of 10,000 Baht has not been paid. Please complete the payment before proceeding.
— Record by *Registra*

Note from Registrar

Step 2

Once your request has been received, **the Registrar's Office will verify whether you meet all graduation requirements**, including:
- Completion of all required coursework
- Settlement of all outstanding fees
- Return of any overdue library materials

This verification process typically takes **1–3 business days**. If you do **not meet the graduation requirements**, a notification message will appear in the side panel of the system, as shown in the example.

This process will take approximately 1–3 business days.

GRADUATION REQUEST SYSTEM

≡ **Step 2:** Graduation Eligibility Verification

The Registrar's Office will verify whether students meet the graduation requirements, including completion of all coursework, settlement of all outstanding fees, and return of any overdue library items.

⏱ 1–3 working days

⏱ Verification in Progress   Date Verified: 22 Jul 25

≡ **Step 3:** Graduation Survey

Students must complete the Graduation Survey. Feedback from this survey will be used to improve academic services, teaching quality, and the student experience at the College.

⏱ Take Graduation Survey – ~10 mins

Start Survey

🔍 Graduation Survey

The purpose of this survey is to gather feedback from graduates regarding their learning experience, educational outcomes, readiness for the job market, and satisfaction with the program and services provided by the College. The information collected will be used to improve the quality of education and ensure that the curriculum remains relevant to student needs and industry demands. It also supports the College's ongoing internal quality assurance and accreditation processes.

This survey will take approximately 10 minutes to complete.

📄 Personal Data Accuracy Verification

Privacy Notice

This privacy notice is established for the graduate (Referred as "you") which is the user in the Graduation Registration System. The user acknowledges and understands the collection, use and disclosure of personal data at Mahidol University (Referred as "we"). As the personal data controller collects your personal data to proceed under the graduate registration in the graduation ceremony.

Graduate's Right as the Data Owner

As the owner of personal data, you have the rights by the Personal Data Protection Act B.E. 2563 (A.D. 2020) and according to Mahidol University announcement, Personal Data Protection Policy B.E. 2563 (A.D. 2020), in clause 14, you can read more details, at https://privacy.mahidol.ac.th/wp-content/uploads/2022/01/MU-Data-Privacy-Policy-Eng-ver.pdf

How do we use and share your data?

👤 **The user accepts these terms.**

Using the Graduation Registration System shows that you have understood and acknowledged this notice.

☐ I acknowledge and accept the use of my personal data as described above.

☐ I hereby certify that the personal information provided is accurate and complete and that it may be used for graduation registration.

Section 1: **Employment Information**

1.1 Employment Status?
○ Unemployed   ○ Unemployed and still studying   ○ Employed and still studying   ○ Working Information

1.2 Were you working in the same organization before enrolling at the College of Management?   ○ Yes   ○ No

Step 3

Once the Registrar's Office has completed the verification process, the status will change from

"Verification in Progress" to **"Date Verify [DD/MM/YY]".**

The **"Start Survey"** button will then appear, allowing you to proceed with the **Graduate Survey**.

This survey will take approximately **10 minutes** to complete.

Once you have completed the survey, the **"Start Survey"** button will disappear, and the status will update to **"Finished Survey [DD/MM/YY]".**

GRADUATION REQUEST SYSTEM

Step 4

Once the system notifies the Registrar's Office that you have completed the Graduate Survey, you will be granted access to proceed with the **graduation registration payment.**

Please click the **"Pay Graduation Fee"** button to pay the **graduation registration fee of 2,000 Baht**.

After making the payment, upload your **payment slip (payslip)** by clicking the **"Upload Payslip"** button.

After paying the graduation registration fee, you may request a **Certificate of Expected Graduation** for use while awaiting official graduation approval.

The processing time for this certificate is **7 business days**.

Once the graduation registration **fee has been paid** and the **payment slip has been successfully uploaded**, the Registrar's Office will submit your name to the **Executive Committee** for graduation approval.

GRADUATION REQUEST SYSTEM

GRADUATION REQUEST SYSTEM

Step 7

After approval by the **University Council**, the Registrar's Office will update your status in the system.
Students can check their updated status, which will change from **"Student Current"** to **"Graduate"**, approximately **7–10 business days** after the university's approval.

Students may request a **Certificate of Graduation** and an **Official Transcript** after their graduation status has been officially confirmed.

Document processing time: Approximately **7 business days**.

GRADUATION REQUEST SYSTEM

≡ **Step 7:** Confirmation of Graduation Completion

After approval by the University Council, the registrar will update the student status in the system. Students can check their status, which will change from **'Student Current'** to **'Graduate'**.

🕐 7–10 working days after university approval

Updated

≡ **Step 8:** Graduation Registration (University Level)

The university requires all graduates to register their intent to attend or not attend the commencement ceremony within the specified period.

Graduation Registration link

📄 Students may request a **'Certificate of Graduation'** and an **'Official Transcript'** after graduation confirmation.
🕐 Documentation Process: **7 business days.**

Students who do not attend the commencement may schedule to collect their **diploma** person no less than one month after the ceremony.

Step 8

The university requires all graduates to register their intent to attend or not attend the commencement ceremony within the specified period.

Students who do not attend the commencement may schedule to collect their diploma person no less than one month after the ceremony.