User Manual

Graduate School Chulalongkorn University

Admission System

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1. **System Overview**When open the URL: https://www.register.gradchula.com/ the main page will show accordingly to the image (1)
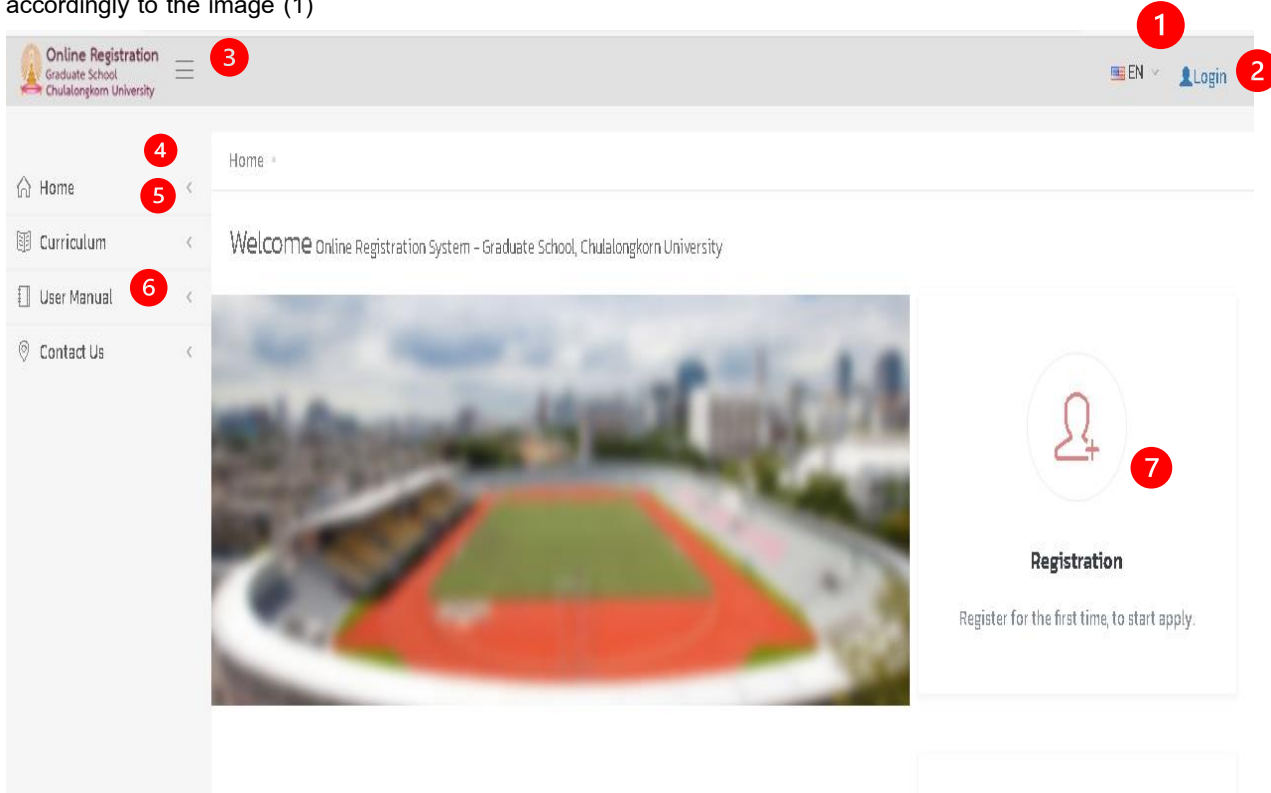

Image 1 Main Page

Description

1) Click "Change the language" to change the language from Thai to English.

2) Click "Login" in case that you didn't login to the system; in case you have logged in to the system, your profile picture and name-surname will appear.

3) Click "Hamburger Menu" to open or hide the left menu.   Click "Main Menu" to log in to the main page of the system.

4) Click "Curriculum" to search and look for details of the program in which currently opening for apply.

5) Click "Contact us" to show the Graduate School contact information.

6) Represents the current admission round data.

7) Click "Registration" to enter the initial registration.

How to use the system

1) Graduate School Chulalongkorn University Admission System is working perfectly on every Mobile Device and Browser Google Chrome, Mozilla Firefox, Internet Explorer Version 10 or more.

2) Applicant can apply to various program. However, applicant may not apply for the original program in the same academic year and semester.

3) Application status consists of the following:
   - Draft.
   - Confirmed.
   - Complete. (In case of applicants had already paid the admission fees and submitted all the relevant documents).
   - Consider exam eligibility, including eligible and ineligible.
   - Consider admission eligibility.

2. **Steps of Application**

Steps of Application consists of the following:

1) Registration for initial registration.
2) Select the Program and/or Area of Studies you wish to apply.
3) Confirm the application.
4) Upload the related apply documents.
5) Pay the admission fee and proof of payment submission.

3. **Registration or create the user account**

Interest applicants must register to create the username and password for the initial login to the admission system with the following steps:

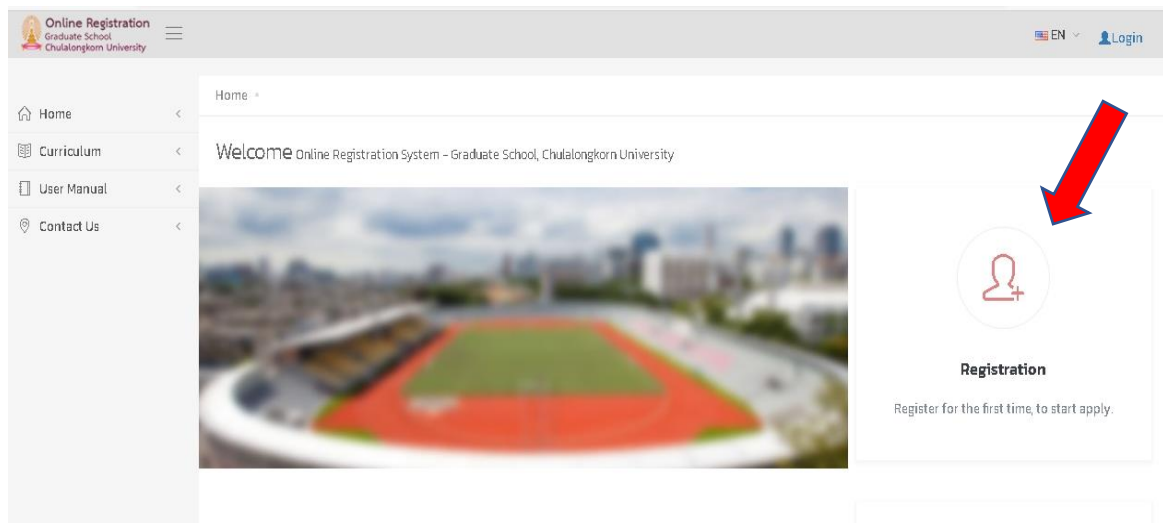1) Enter the main page, then click "Registration" accordingly to the Image (2).

Image (2) Main page and how to enter the Registration screen

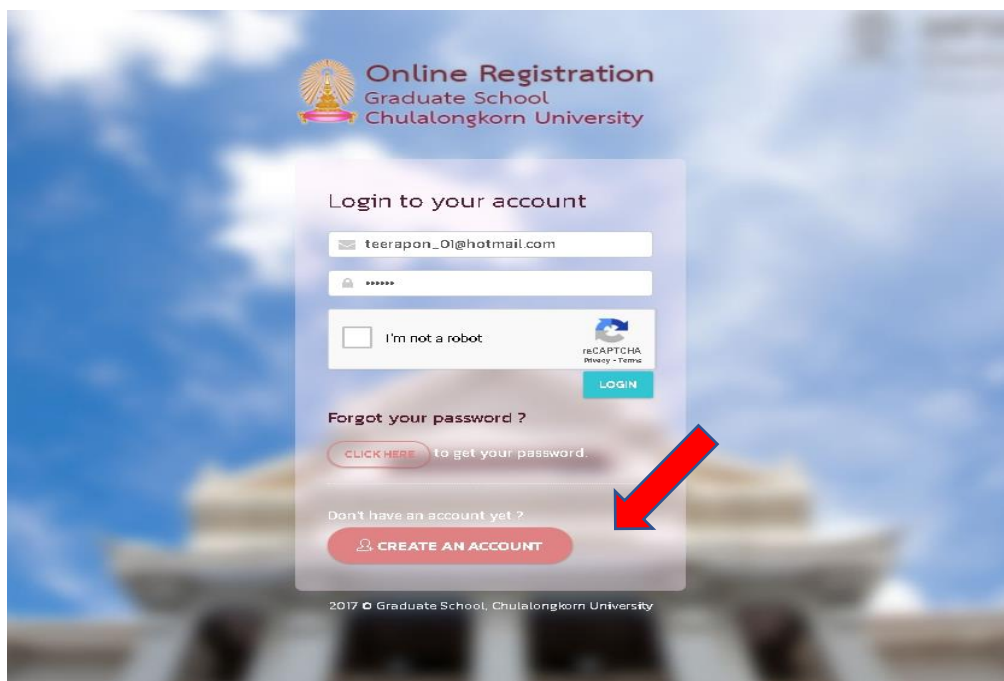2)   The system will redirect you to login screen, then click "Create an account" accordingly to Image (3).

Image (3) Registration screen or create an account

3) The system will show the registration screen accordingly to Image (4), fill in all your information, then click "Sign up".

Image 4 Registration screen or create an account

Description

1) For Thai Citizens, please fill in your 13-digits National ID; for foreign applicants, please fill in your passport ID.

2) Select your prefix.

3) Fill in your name in English.

4) Fill in your surname in English.

5) Fill in your mobile phone number.

6) Fill in your actual email, this email will be used for your next log in.

7) Fill in your password with the length of at least 6 alphabets.

8) Confirmed your password.

9) Fill in Enter Text, then click "Signup".

4. Log in to the system

On the main page, click "Login", then the screen will show accordingly to Image (5), then fill in your information – including your registered email and password, then check the CAPTCHA, after that click "Login"
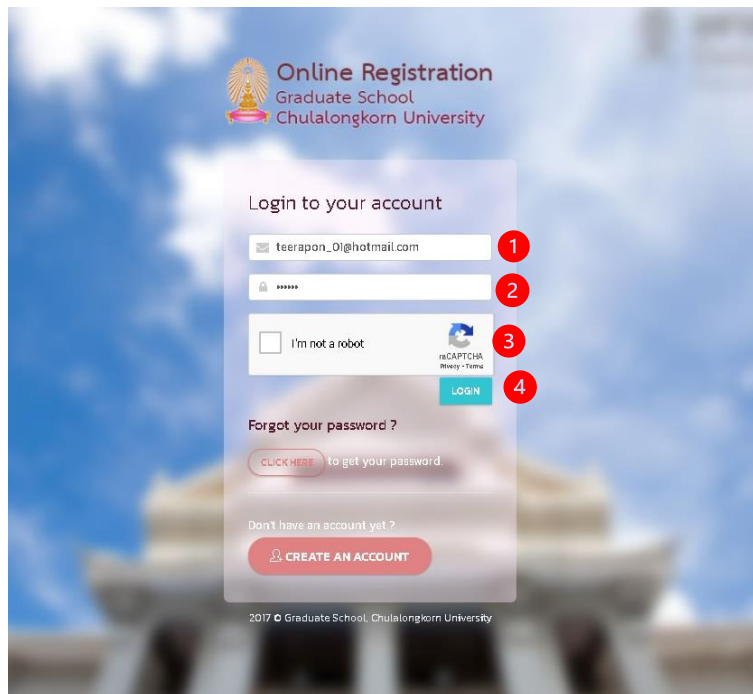

Image 5 Login Screen

Description

1) Email   Fill in your registered email.

2) Password   Fill in your registered password, if you forgot the password, please click

                                             "Click Here".

3) CAPTCHA   Fill in the number or the alphabets to ensure the safety.

4) Login   Click to enter the system.

5. Application

5.1. Login to the system

To apply for any curriculum, applicants must complete the initial registration and login into the system first. Upon entering the system, the main page will appear accordingly to Image (6).
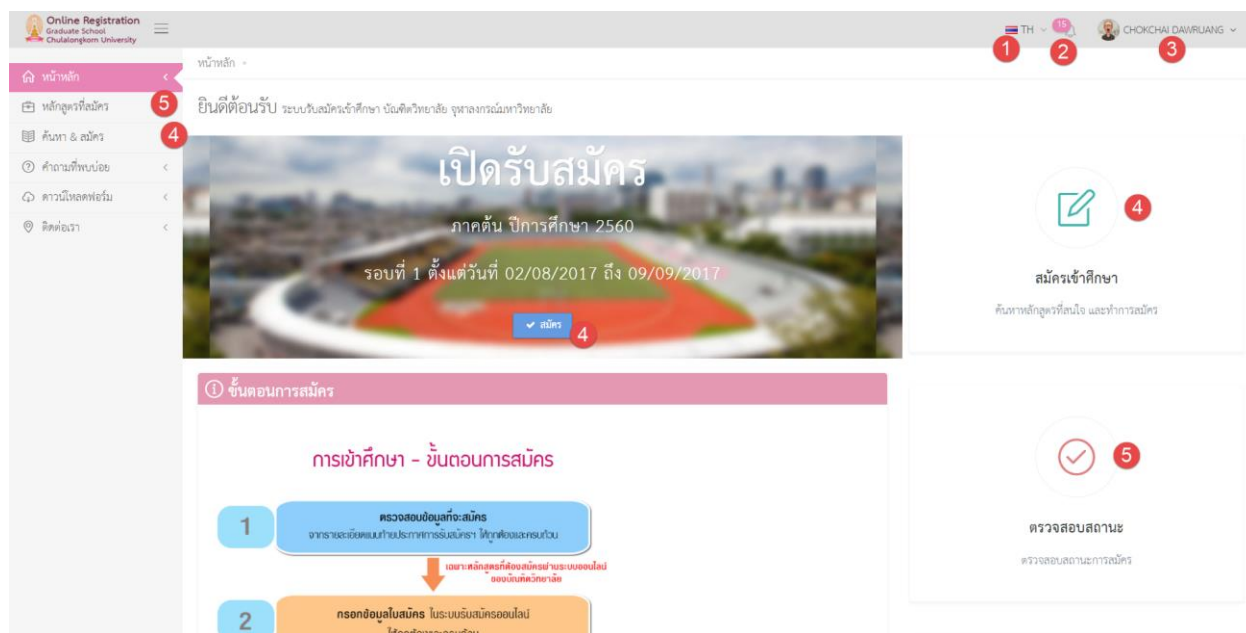

Image 6 Main page after log in screen

Description

1) Change the language from Thai to English.

2) Amount of work needs to be done, click to see the details.

3) Applicant's profile picture and name. Click to enter the personal information edit menu or log out from the system

4) Search & Apply menu.

5) My Applied Program. Click to enter to search for your applied program and follow up the application status of each program.

5.2. How to select the program

5.2.1 On the main page, click the left menu "Search & Apply" or click "apply" or click "apply" which represents on the screen.

5.2.2 Then the screen will show the application steps. Firstly, read the application steps, then click "Next" to proceed to the next step until covers all of it. Then click "Apply" on the last step on the screen accordingly to Image 7.
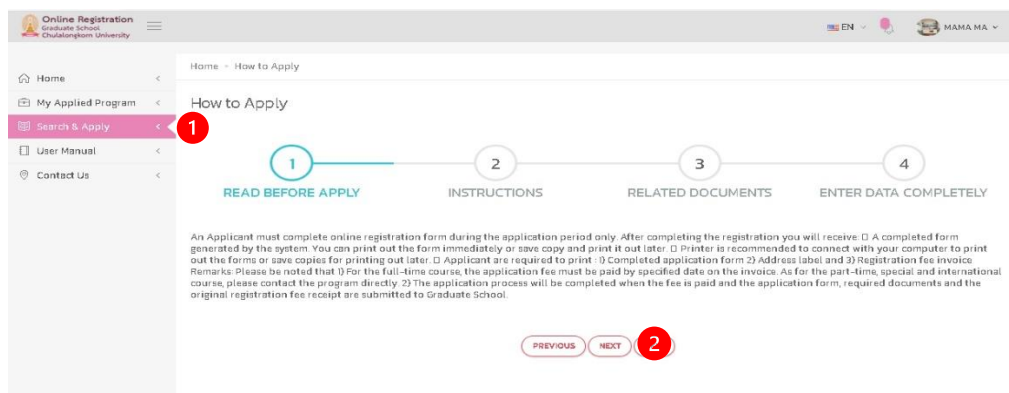
5.2.3

Image 7 Application steps

5.2.4 When click "Apply", the screen will show the programs for application accordingly to Image 8. Then search for the program you wish to apply to. After that, select your program or search for the details by click "Program details/Apply".
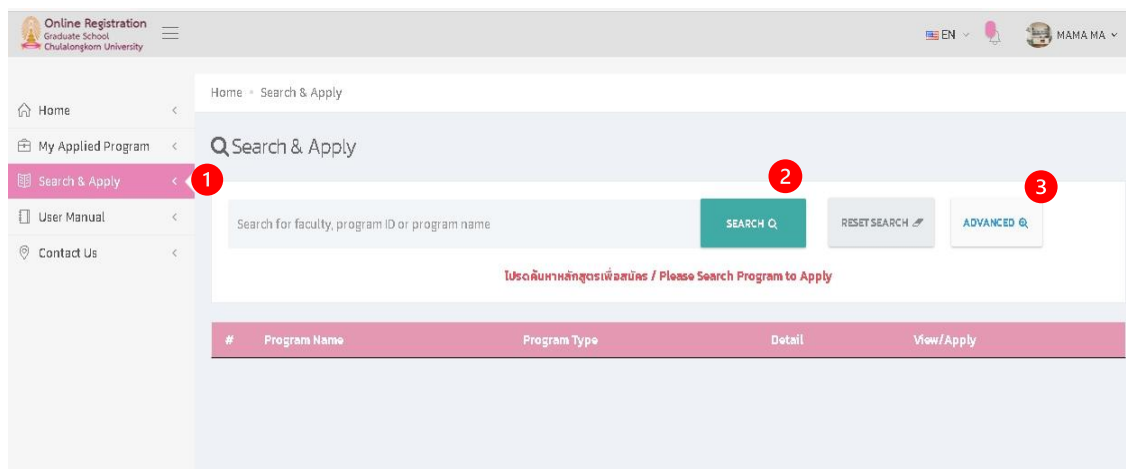

Image 8 the program's detail and select program screen

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1) Field for entering a search term, you may enter the name of Faculty, Program Code, Program Type or Program Name.

2) Click "Advanced" for a clearer search.

3) Click "Search" to begin the search.

4) Click "View/Apply" to view the details or apply to the program.

5.2.5 When you click "View/Apply", the screen will show the program's detail accordingly to Image 9. If you wish to apply, then select the program code you wish to apply to and/or select the Area of Study.
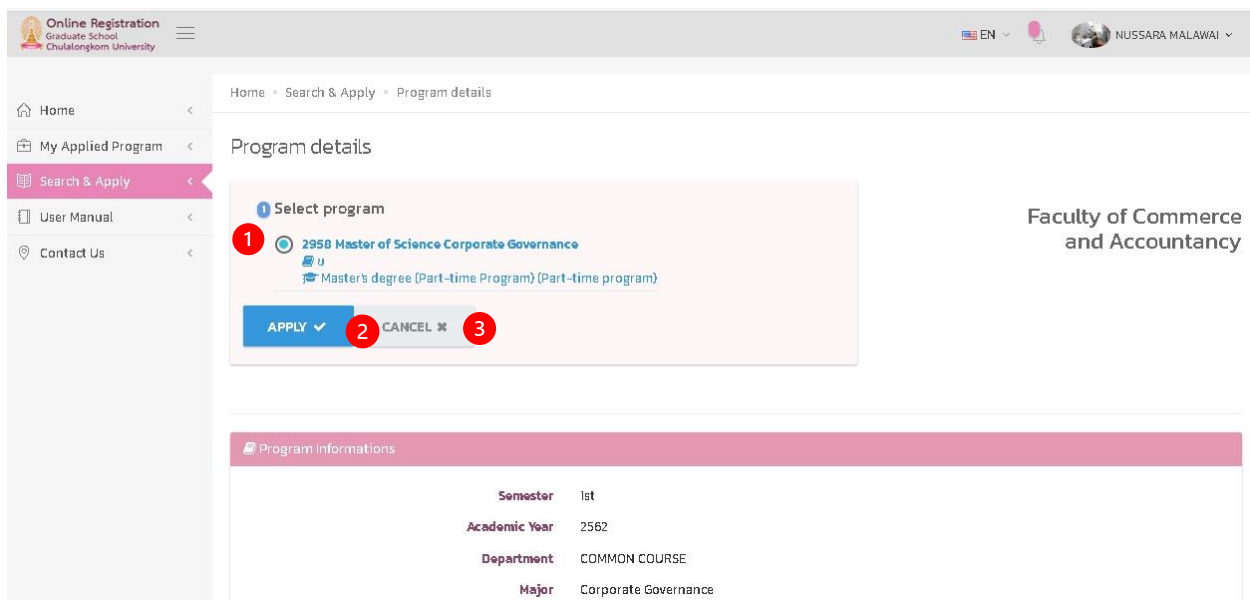
Image 9 Program details and select program screen

Description

1) Click to select the Program you wish to apply to.

2) Click "Apply" for application.

3) Click "Cancel" to divert to the search page.

5.2.6 When you have selected the Area of Studies, applicants must confirm the application to complete application process.

5.3. Confirming the application status

5.3.1. When selecting the program, applicants must confirm their application within the deadline prescribed, by proceeding to the menu "Program Applied", the screen will show the data of the programs applied accordingly to Image 10, then click "Confirm".
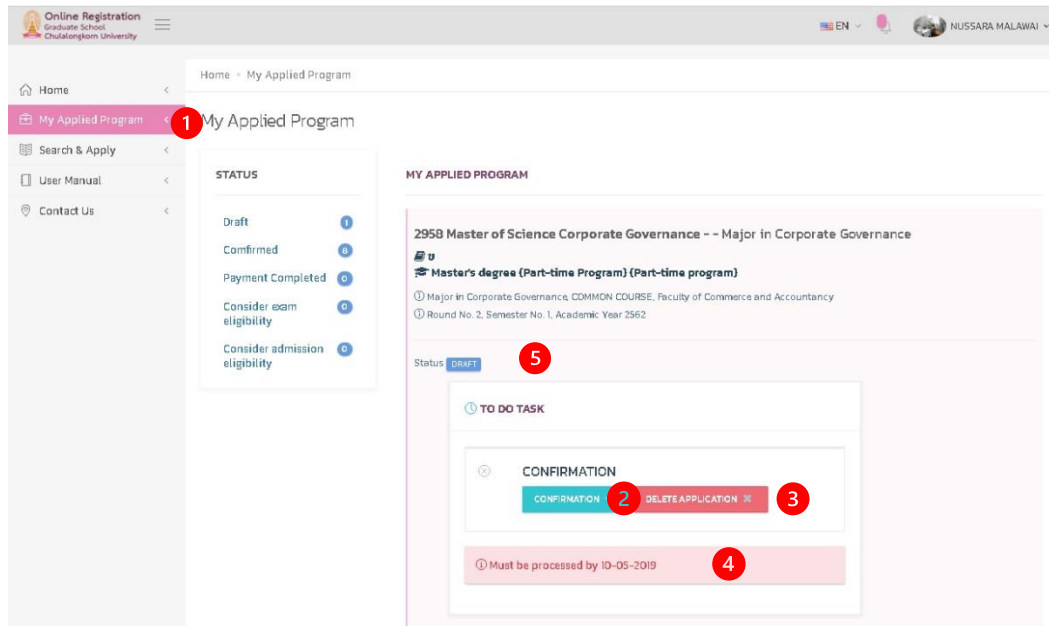

Image 10 My Applied Program screen

Description

1) Menu "Program Applied".

2) Click "Confirm" to confirm the application.

3) Click "Delete Application" to cancel or erase the application form. The cancellation will be able to do with the application form with the "Draft" status only.

4) Deadline, in this regard, stands for the deadline required to confirm the application. If the time surpasses, applicants will be unable to perform any further activities.

5) Application form status.

5.3.2. Click "Confirm", then the screen will show the additional data page accordingly to Image 11. Please fill in all your relevant data, then click "Save".

Image 11 My Applied Program screen

Description

1) Select the following payment methods including Thai QR Payment or Bank's Counter (for the program with the additional fees only).

2) Fill in the References data.

3) Fill in the satisfactory rate of the system survey.

4) Click "Save' to confirm the application.

5.4. Paying the application fee

When confirmed the application, applicants must pay the application fee (for the program with the additional fees only). Applicants may pay the application fee by the following 2 methods: Thai QR Payment and Bank's Counter.

5.4.1. Thai QR Payment

1) Click "Thai QR Payment" link.

2) The system will show the QR Code, then open the Bank's Mobile Application to Scan for payment.

3) Otherwise, click "Download" to save the QR Code image for doing the payment later.

4) When you have paid the application fee, applicants must inform the payment and submit the proof of payment at the "UPLOAD Related apply documents" menu.

Remarks: Applicant may pay the application fee until the last date of admission by 23:30 hrs. Applicants must upload the payment results document within the 23:59 hrs. of the admission date.

5.4.2. Bank's Counter

1) Click "Bank's Counter" link to download the fee payment notice.

2) Then take the application fee payment form to pay the admission fee at the bank in which you have selected.

3) When completed the transaction, please submit the proof of payment at the "UPLOAD Related apply documents" menu.

5.5. Uploading the relevant documents for application

5.5.1. When complete the application confirmation, applicants must upload the relevant documents for application, by proceed to the My Applied Program menu, the system will then show the works needed to be done accordingly to Image 12.
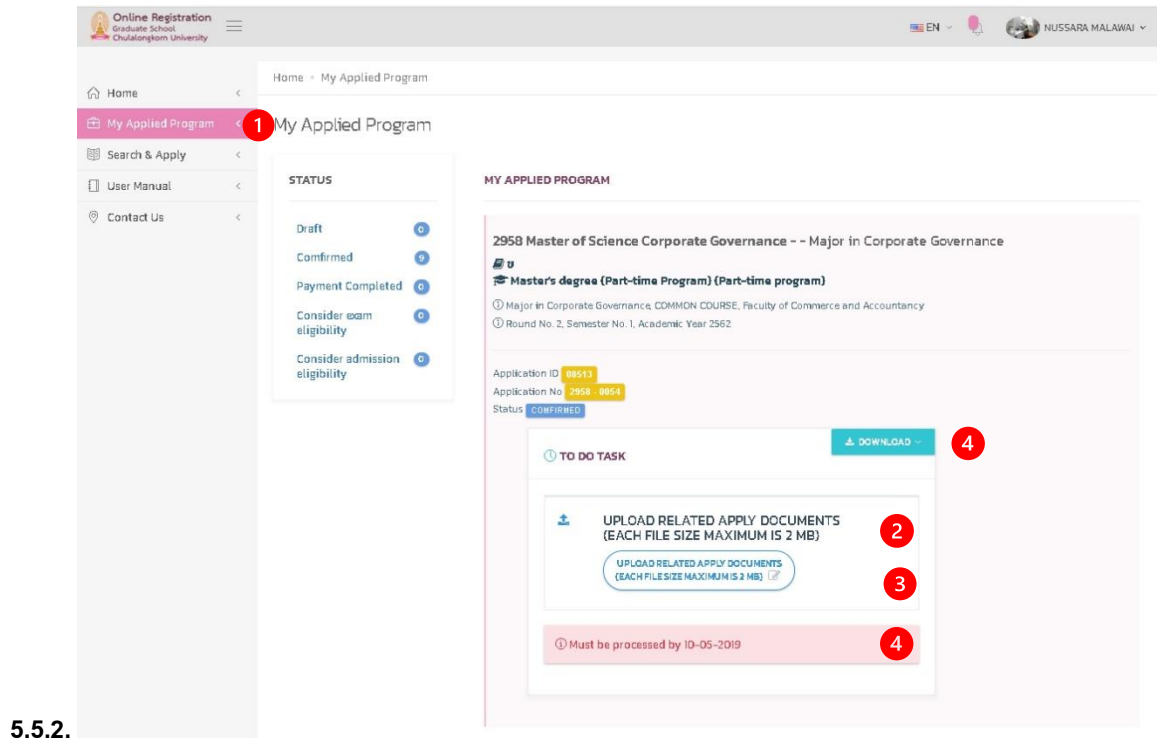

5.5.2.

Image 12 My Applied Program menu

Description

1) Click the "Applied Program" to search all your applied programs.

2) Click "Upload related apply documents" to upload the documents.

3) Application fee payment form, please download the form and make the transaction at the bank's branch in which you have selected at the confirming the application stage.

4) Time processed.

6. **How to check your application status**

Applicants may check or follow up the application status by proceeding to "Applied Program" menu, then the screen will show all the programs you have applied accordingly to Image 13. The application status will be as follows:

- Draft

- Confirmed

- Completed (In case of applicants had already paid the admission fees and submitted all the related apply documents).

- Consider exam eligibility.
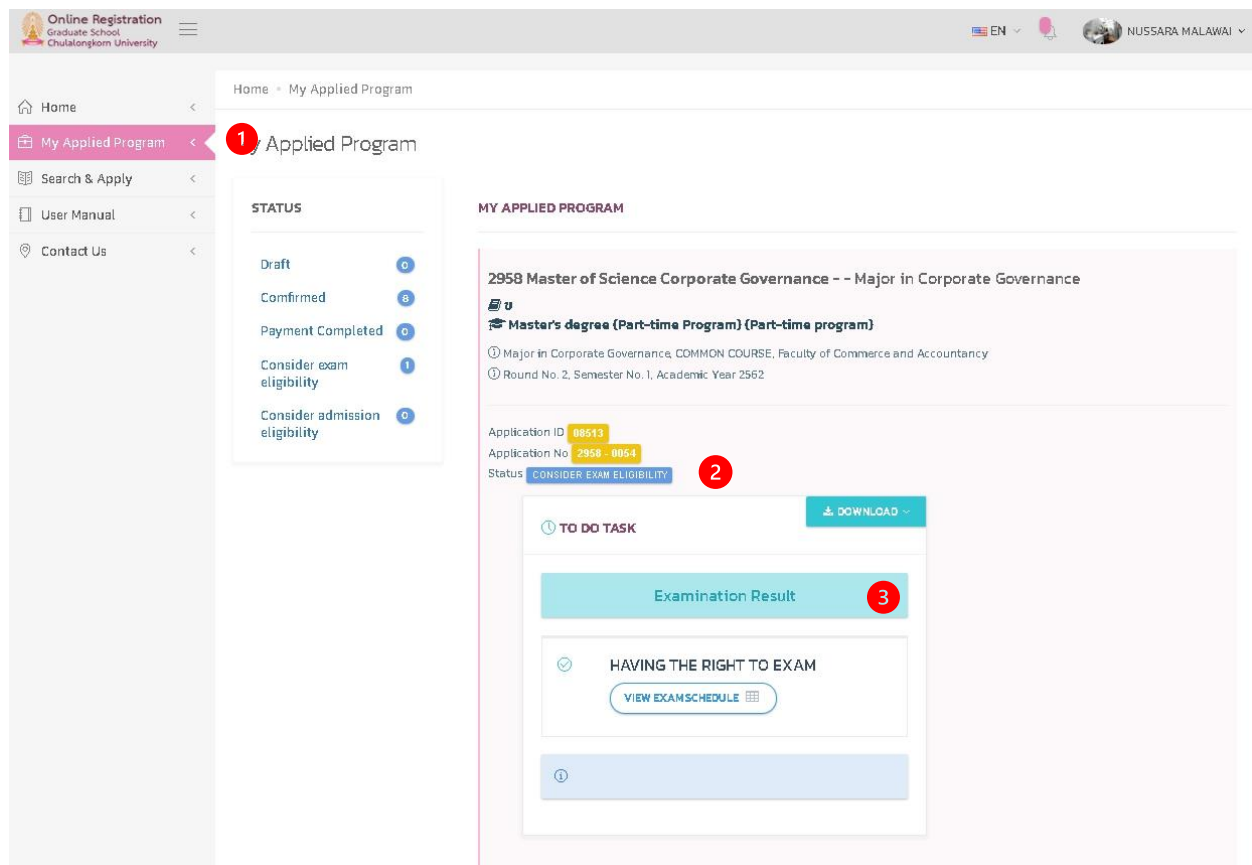
- Consider admission eligibility.

Image 13 My Applied Program screen

Description

1) "Program Applied" Menu.

2) Application Form status.

3) Examination or admission results.

7. **How to cancel the application**

Applicants may cancel the application by themself. Only in the case of "Draft" status only. In case the applicant wishes to cancel the application in any other status, applicants must contact the Graduate School staff.

If applicant's wish to cancel the application by themself, please proceed to "Applied Program" menu. Then the screen will show all the programs to which you have apply. Then click "cancel", after that the screen will show the application confirmation accordingly to Image 14. Click "OK" button to confirm.
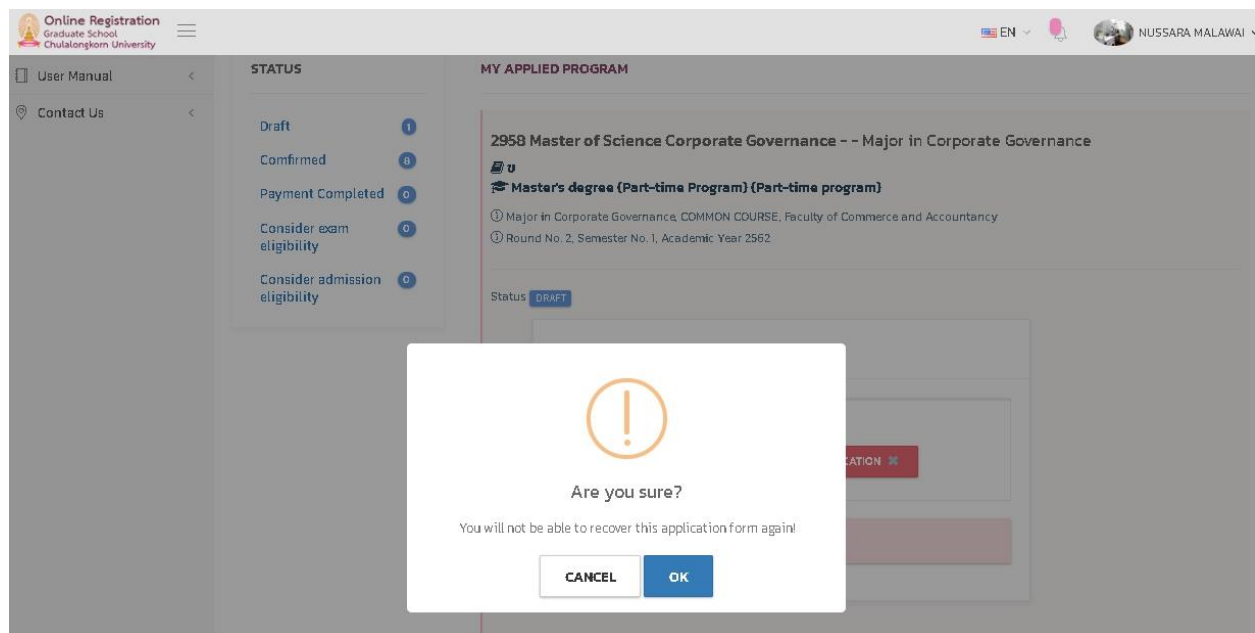

Image 14 the application cancellation screen

Description

1) "Applied Program" button.

2) Click "Cancel" to cancel or erase the application form.

3) Click "OK" to confirm the cancellation or erase the application form.

4) Represents the time you may cancel the application.

8. **How to edit the personal information**

Applicants may apply when already filled out the personal information only, by clicking on the name and surname on the upper menu. Then select the "Personal Information" menu, the screen will show the personal data accordingly to Image 15, then click the tab "Personal Information".

Applicants must fill in all relevant data, as the data will be effective towards the application consideration.

Image 15 Personal Information edit screen

Description

1) Click the "Personal Information" menu to proceed to the personal information menu.

2) Click the "Personal Information" tab to observe or edit the personal information.

9.   How to change password

Click at the name-surname on the upper menu, then select "Personal Information" menu. The screen will show the personal information accordingly to Image 16, after that click on the "Change Password".

Image 16 Change Password screen

Description

1)   Click the "Personal Information" to observe the personal data.

2)   Click the tab "Change Password" to change the password.

3)   "Change Password".

10. How to set a new password, in case of forgot the old password

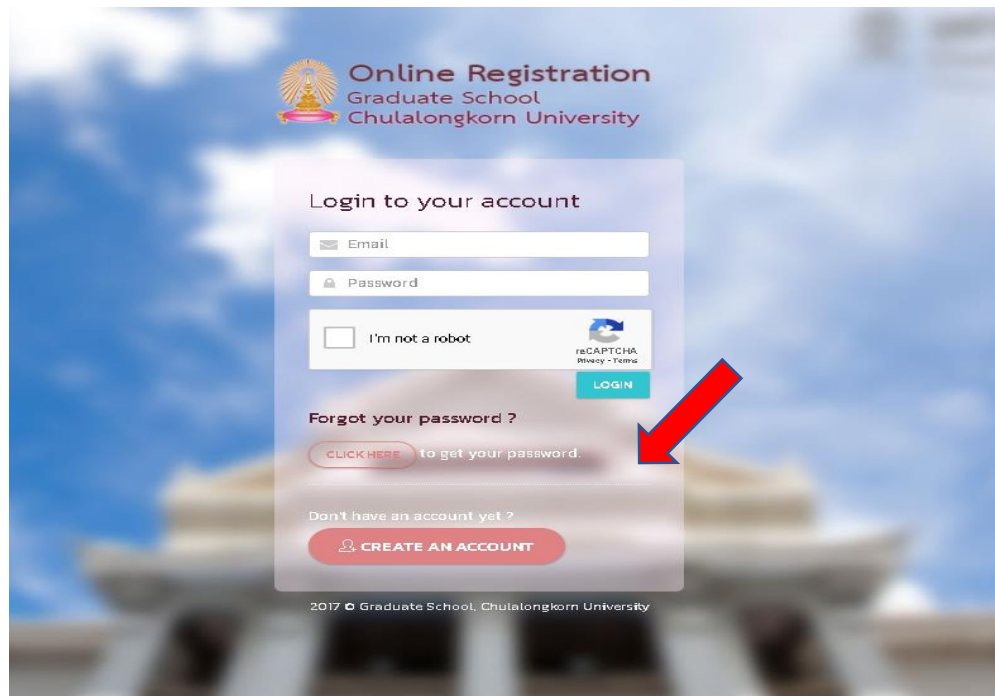1. Click "Click Here to request a new password" on the main page accordingly to Image 17.

Image 17 Log in to the system screen

2. The screen will show accordingly to Image 18, fill in your registered email accordingly to the Image 18, then click "Submit", the system will send a new password to your registered email.
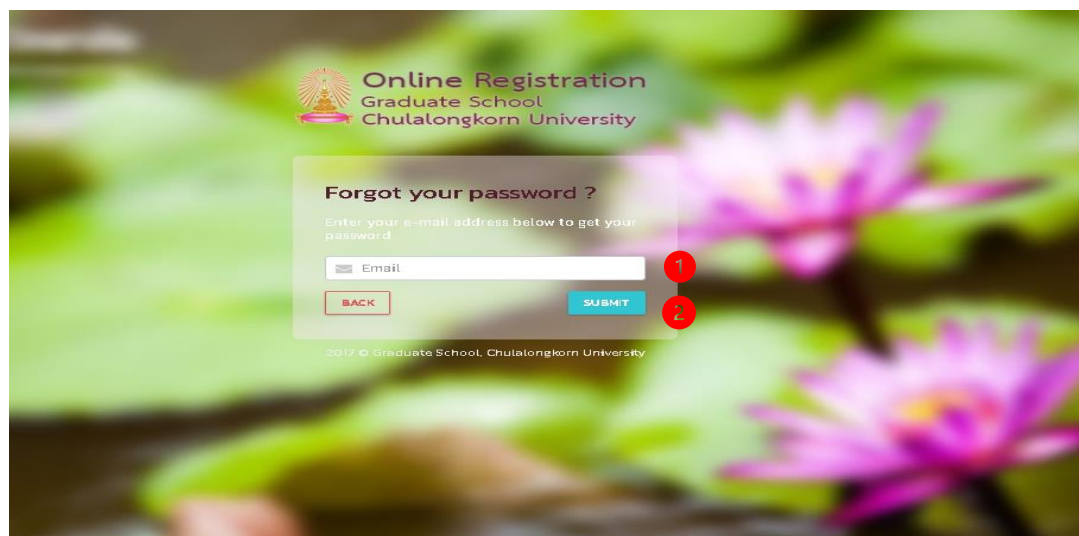

Image 18 Email confirmation for new password screen

Description

1) Number 1 Fill in your registered email.

2) Number 2 Submit button to confirm the new password.

3) Click "BACK" to diverted back to the log in page.