

Request to Edit Student's Information

Information that student wishes to edit or change

1. Request to change/edit the spelling of the student's name and last name in Thai and/or English
2. Request to change the student's address, the current address of the student's parents/guardian.
3. Others

Procedure

1. Students may request for the Tor.98 Form for requesting to change their name/ edit the information on the student profile at the Office of Registrar, Center for Student Services at Classroom Building 2 or print the form from the website at <http://reg.sut.ac.th> and select the "Forms" menu then select "Forms for students"
2. Students must fill-out the Tor.98 form and specify the detail of the intention to edit or change and sign-off on the form. The form of request must be accompanied with copies of proof of edit or change (documents) and sign to verify the copies then submit the document set for the request to the Student Registration Section, Center for Student Services at Classroom Building 2 or email the documents to sawet@sut.ac.th specifying your student ID, name – last name, items to edit in the email and attaching the required documents.
3. The designated Officer will process the change and record it in the registration and evaluation system and contact the student to recheck the information again once changes have been made.

Note:-

For changing information on the current address of the student, the student can change it by themselves by logging in to their profile on the website at <http://reg.sut.ac.th> . Once in the system, go to the menu "Profile" and select "Edit Profile".