

## Request for Additional Documents

### Steps for Requesting a Document

1. A student may request a document via the website <http://reg.sut.ac.th> by logging in and selecting the menu, “Request a Document, Online” and then “Accessing Online Documents”
2. The student can immediately contact the Evaluation and Graduate Information division, the Center for Educational Services, Lecture Building 2, and receive the online requested document.
  - 2.1 In case of receiving the document in person at the Evaluation and Graduate Information division, the Center for Educational Services, Lecture Building 2, the fee of 20 Baht/ document is payable. In case of authorizing another to receive the document, the Power Attorney form must be filled and attached with the copies of National ID cards of both granter and grantee.
  - 2.2 In case of receiving the documents via postal services, please send a copy of National ID card, document issuing fee and payment of postal service charge to:  
Evaluation and Graduate Information division,  
The Center for Educational Services  
Suranaree University of Technology, 111 University Avenue  
Suranaree Sub-district, Muang District, Nakhon Rachasima, 30000  
by either of the following methods
    - 2.2.1 Money Order, payable to “Suranaree University of Technology”
    - 2.2.2 Postal Bill of Exchange
3. Document issuing fee is 20 Baht per document
4. Postal service charge is 50 Baht for the first 5 documents plus 10 Baht per each additional document.