

## Request for Grade Report

### Procedure :

1. Go to <http://reg.sut.ac.th>, after logging in, select “Online forms”, then choose ‘Page for Online Forms’
2. Request for the transcript
  - Step 1. Choose the document, state the number of documents and how to pick it up  
Check the mark  in front ‘Grade Report’, put the wanted number of document, state reasons for request and other required details, then click ‘Next’
  - Step 2. Check the result of the request, the number of requested document, and how to pick it up Any appeared errors, click ‘Cancel’ to redo the process, then click “verify” if all the information is correct
3. The online system will show the status and details of the request, processed fees and the amount of money left on the guaranteed deposit
4. After request the online file, students can check the result of the request again on “Follow the Result”
5. Student can pick up the document from online request at Registration Office, The Center for Educational Services in Classroom Building Complex 2 by presenting your student ID card