5. Student Status Retention

Students wishing to retain their student status since they have satisfied their program credit requirements, may present their Student Status Retainer Form (Reg. 9) within the first 10 days of the term.

Steps to Follow:

1. Student receives Student Status Retention Request Form (Reg. 9) at Registrar, CES, Classroom Building 2, or:
2. Student prints out Request Form online at http://reg.ac.th under the "Forms" menu and "Student Forms" submenu.
3. Student fills out form Reg. 9 completely with signature, and then presents to Advisor and Head of School of affiliation for opinions and signatures, attaching the Program Completion Audit Form, obtained by logging in to http://reg.sut.ac.th, clicking the "Program Completion Audit" Button and then clicking Information Summary, and then clicking "Print."
4. Upon receiving approved request form, Official will record the information and inform the outcome to the student, so that fees may be paid.
5. In the case that the student has completed one academic year of studies, the University and Student Activity Fees will need to be paid, in order that Student Status Retention is complete.