

## SUT New Student Registration Guideline

Please follow the guideline and fill in your information to complete a new student registration process.

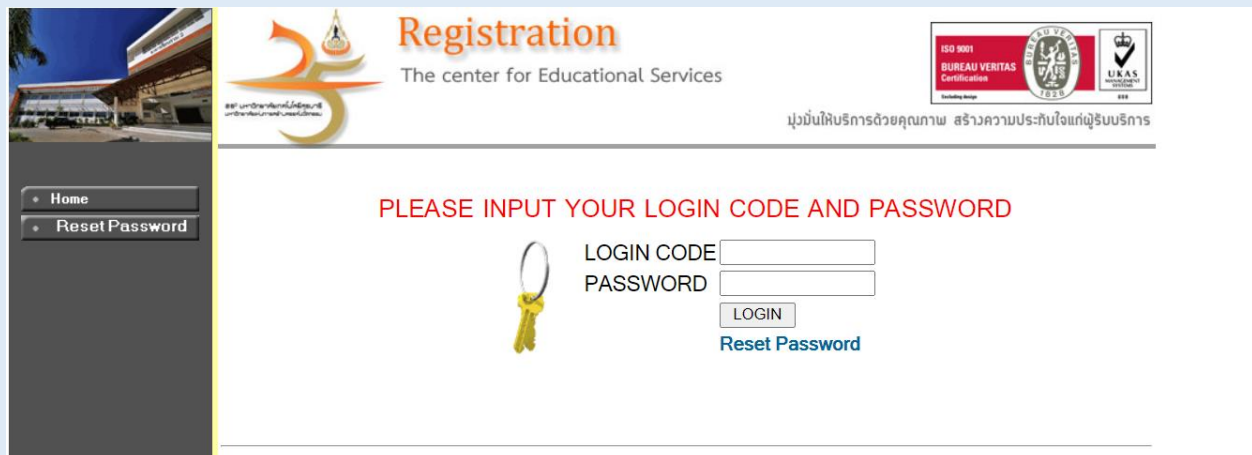
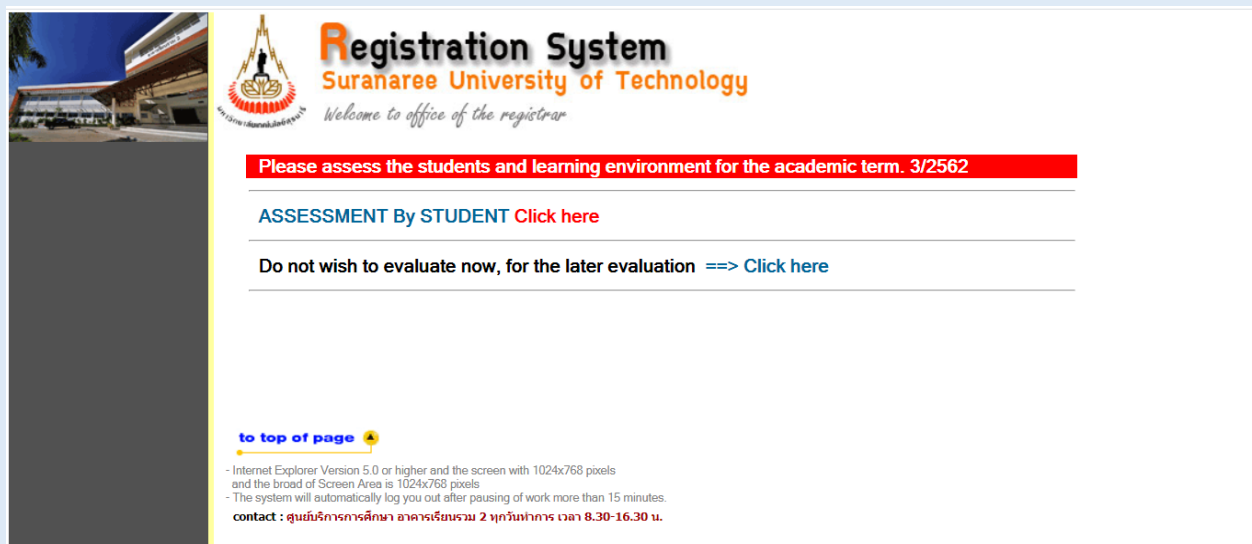
### STEP 1: LOGIN

Log in to SUT registration system at <https://reg3.sut.ac.th/registrar/login.asp>

LOGIN CODE: Student ID (D63XXXXXX)

PASSWORD: passport number without alphabet for graduate student or full passport number for undergraduate student

*To continue please click DO not wish to evaluate now, for the later evaluation == Click here*

to top of page

- Internet Explorer Version 5.0 or higher and the screen with 1024x768 pixels and the broad of Screen Area is 1024x768 pixels  
 - The system will automatically log you out after pausing of work more than 15 minutes.  
 contact : ศูนย์บริการการศึกษา อาคารเรียนรวม 2 ทุกวันทำการ เวลา 8.30-16.30 น.

## STEP 2: STEPS FOR NEW STUDENTS

You will see menu on the left hand side please click on *Step New Students*

(Please see the yellow star)

**ระบบทะเบียนและประเมินผลนักศึกษา**  
ศูนย์บริการการศึกษา มหาวิทยาลัยเทคโนโลยีสุรนารี

ศูนย์ให้บริการด้วยคุณภาพ สร้างความประทับใจแก่ผู้รับบริการ

**CORDIALLY WELCOMETO EDUCATIONAL SERVICE SYSTEM**

แบบสำรวจความพึงพอใจต่อการให้บริการของศูนย์บริการการศึกษา  
นักศึกษาโปรดให้ข้อมูลเพื่อการปรับปรุง แก้ไข  
++ แบบประเมินความพึงพอใจต่อการให้บริการ คสค.ที่ ๓ ++

**NEWS TOPIC**

1. ANNOUNCED BY - ANNOUNCED DATE 19 June 2020
2. ANNOUNCED BY - ANNOUNCED DATE 17 June 2020
3. ANNOUNCED BY - ANNOUNCED DATE 11 June 2020
4. ANNOUNCED BY - ANNOUNCED DATE 13 May 2020
5. ANNOUNCED BY - ANNOUNCED DATE 9 March 2019
6. Request to modify records history.  
From the first semester of 2018/6 (August 2018) onwards, Students can request revision of historical records data. The student ID, name and currency of the student

You will see the page please click on *Go to page Student Record*

(Please see the red arrow)

**Registration System**  
Suranaree University of Technology  
Welcome to office of the registrar

**For New Students, Step**

For New Student

Step	Select
1 Go_to_page_Student_Record	Click
2 New Student Registration Form	Click
3 Upload File	
1	CLICK PDF File
2 Upload File	CLICK Upload
4 Upload student photos/File	
1 Log in (Upload File)	CLICK PDF File
2 Upload student photos/File	CLICK Crop/Upload

ศึกษารายละเอียดเกี่ยวกับคู่มือนักศึกษา **คลิกที่นี่**

Please complete **STUDENT RECORD** in 3 parts (School/Personal/Family)

Click **SUBMIT** in all part as your information will be saved.

**Registration System**  
Suranaree University of Technology  
Welcome to office of the registrar

**STUDENT RECORD OF GRADUATE**

[SCHOOL](#) [PERSONAL](#) [FAMILY](#)

PICTURE NOT FOUND  
PLEASE CONTACT ADMIN

[Back](#)

[to top of page](#)

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The system will automatically log you out after pausing of work more than 15 minutes.  
contact : ศูนย์บริการการศึกษา อาคารเรียนรวม 2 ทุกวันทำการ เวลา 8.30-16.30 น.

After you have completed the 3 parts, please return to the main page,

Click on *New Student Registration form* the system will generate a New Student Registration Form for you in PDF file, please download it and keep the file on your device.

**Registration System**  
Suranaree University of Technology  
Welcome to office of the registrar

**For New Students, Step**

For New Student

Step	Step	Select
1	Go_to_page_Student_Record	<a href="#">Click</a>
2	New Student Registration Form	<a href="#">Click</a>
3	Upload File	
1		<a href="#">CLICK PDF File</a>
2	Upload File	<a href="#">CLICK Upload</a>
4	Upload student photos/File	
1	Log in (Upload File)	<a href="#">CLICK PDF File</a>
2	Upload student photos/File	<a href="#">CLICK Crop/Upload</a>

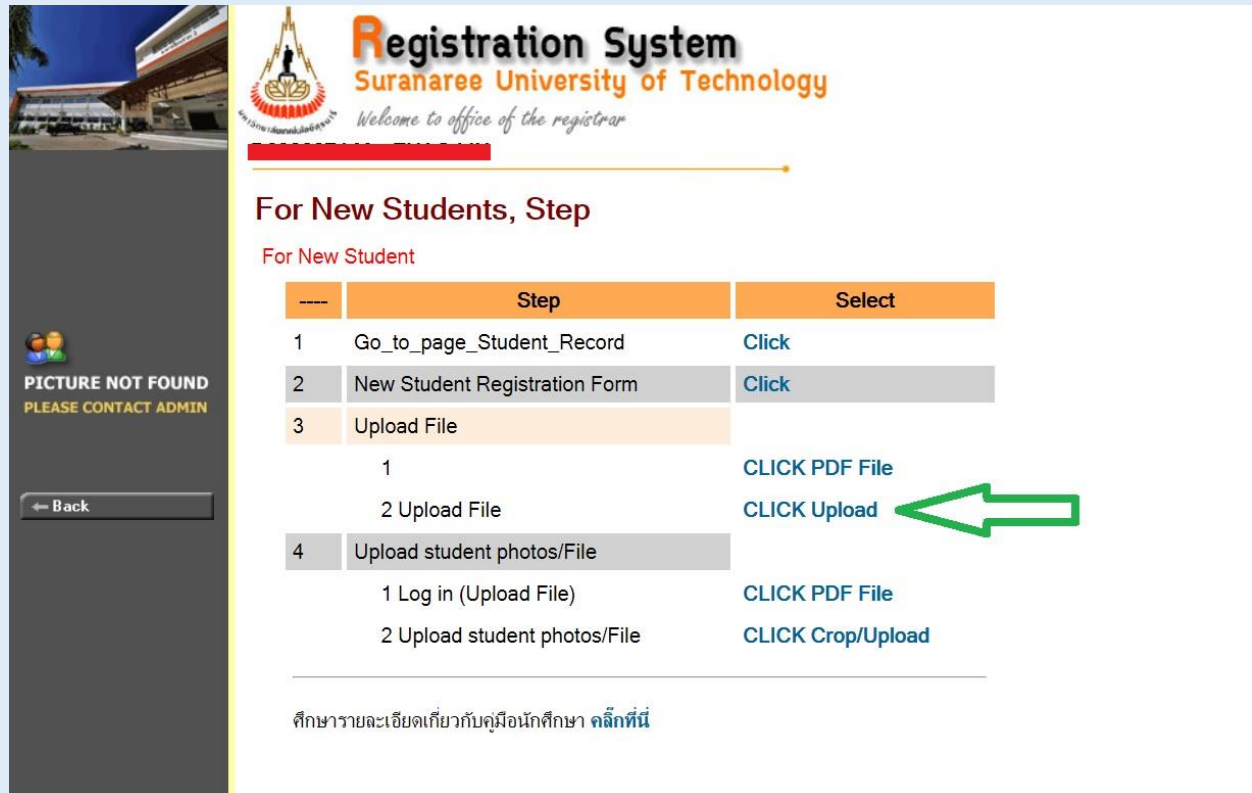
System will generate a for in PDF file, please check your information and download it

ศึกษารายละเอียดเกี่ยวกับคู่มือนักศึกษา [คลิกที่นี่](#)

### STEPS 3: UPLOAD

To complete steps for new student please upload a New Student Registration Form and a Photo for SUT student ID card.

Please go back to the main page and [CLICK Upload](#) (please see a the green arrow)



**Registration System**  
Suranaree University of Technology  
*Welcome to office of the registrar*

**For New Students, Step**

For New Student

Step	Select
1 Go_to_page_Student_Record	<a href="#">Click</a>
2 New Student Registration Form	<a href="#">Click</a>
3 Upload File	<a href="#">CLICK PDF File</a> <a href="#">CLICK Upload</a>
4 Upload student photos/File	<a href="#">CLICK PDF File</a> <a href="#">CLICK Crop/Upload</a>

ศึกษารายละเอียดเกี่ยวกับคู่มือนักศึกษา [คลิกที่นี่](#)

The system will bring you to the new page please choose ENGLISH and log in again.



**Registration**  
The center for Educational Services

Used for uploading photographs and files only  
(For students using the registration system, type in <http://reg.sut.ac.th>)

**PLEASE INPUT YOUR LOGIN CODE AND PASSWORD**

LOGIN CODE

PASSWORD

The page will appear your name and student ID in the red bar

Please upload your photo for SUT student ID at [Upload Picture](#) and [Upload registration form](#) to complete all steps.

**Registration System**  
Suranaree University of Technology  
*Welcome to office of the registrar*

THAI ENGLISH

× Logout

Upload Picture

Upload registration form

For Student ID card

To complete a new student registration process

[to top of page](#)

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contact staff : ศูนย์บริการการศึกษา

## Upload Picture

**Registration System**  
Suranaree University of Technology  
*Welcome to office of the registrar*

× Logout

← Back

• Surveys

Suggestions on how to crop and upload photograph.

- 1) Please check the virus before cropping or uploading the picture into the system,
- 2) Can upload a new picture on top of the uploaded picture (in the case where the officer have not yet verified the picture or the picture didn't pass the verification)
- 3) Must crop the photograph in the 1st step first then you can upload in in the 2nd step.
- 4) The status check for uploading photograph must show the result in the message box saying "Photograph sent complete" for the upload to be considered fully completed.
- 5) If you cannot upload the file send the cropped file to sawet@sut.ac.th with your Student ID Number, name, last name and telephone number for confirmation and contact to further process the photograph into the system.

1. Crop picture  
- Or Click to use crop picture tool (use only on PC/Notebook) Click How to use

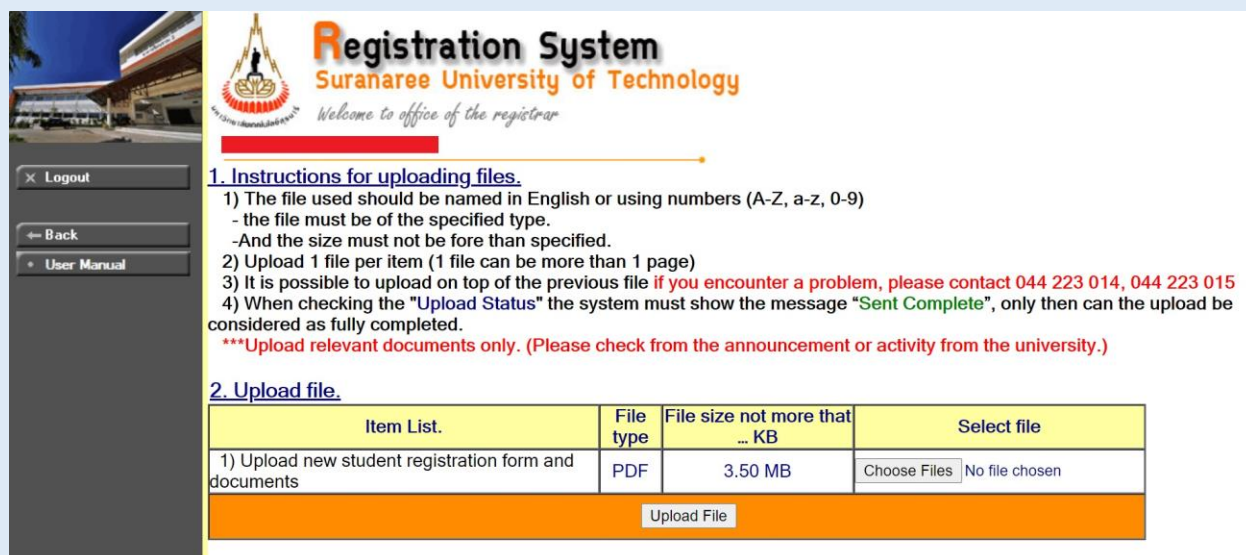
2. Upload picture  
- Student Picture

Choose Files No file chosen

Upload Picture



## Upload Registration Form



**Registration System**  
Suranaree University of Technology  
*Welcome to office of the registrar*

**1. Instructions for uploading files.**

- 1) The file used should be named in English or using numbers (A-Z, a-z, 0-9)
  - the file must be of the specified type.
  - And the size must not be more than specified.
- 2) Upload 1 file per item (1 file can be more than 1 page)
- 3) It is possible to upload on top of the previous file **if you encounter a problem, please contact 044 223 014, 044 223 015**
- 4) When checking the "Upload Status" the system must show the message "Sent Complete", only then can the upload be considered as fully completed.

**\*\*\*Upload relevant documents only. (Please check from the announcement or activity from the university.)**

**2. Upload file.**

Item List.	File type	File size not more than ... KB	Select file
1) Upload new student registration form and documents	PDF	3.50 MB	<input type="button" value="Choose Files"/> <input type="text" value="No file chosen"/>

## Congratulations!

You have completed all steps for SUT new student registration procedures.

Welcome to Suranaree University of Technology.