



Mahidol University

Instruction for Enrollment and Registration for Online Mode of Learning  
Faculty of Graduate Studies, Mahidol University

2 July 2020

Dear Students,

Greetings from Faculty of Graduate Studies, Mahidol University.

We would like to update the information about opening of the first semester for the academic year 2020. The semester will commence on 10<sup>th</sup> August, 2020. Because of the circumstances of the Covid-19 crisis, **all the international programs will be open with the only online mode of teaching for the first semester**. To comply with online learning, please kindly note the following steps.

**(1) ED-Visa**

The university usually requests the Royal Thai Embassy in your country to issue the ED-visa before the students come to Thailand for their study. However, for this semester, the letter to request the visa from the Embassy will not be issued and we do not recommend you to get a student visa. If the condition of Covid-19 is improved, we will inform you and send the recommendation letter to the Royal Thai Embassy to request the ED-visa for you to come to Thailand.

**(2) Semester opening date**

The first semester will start on 10 August, 2020. The lectures may start, however, on different date depending on the program of study. Please kindly check with your program for the detail of the schedule.

**(3) Orientation**

“International student orientation day” will be on 23<sup>rd</sup> August, 2020, 9:00 AM to 12:00 PM. This is an annual event which is usually held in the commencement of the semester in which a new student can learn about Mahidol University, academic regulations, graduation requirement, survival tips while experiencing the multicultural atmosphere of Mahidol University. For this year, the event will be arranged online. Even though we move the event to online, the true spirit of the event will

not be changed, and we are sure you will enjoy the event. Stay tuned for this event and we will contact you soon with more information for this event.

#### **(4) Learning platform**

The teaching and discussion will take place through videoconferencing application, either through WebEx, Google Meet, Microsoft Team or Zoom. All these platforms are freely available to download in desktop or mobile devices, and you are not required to buy any additional package or software for this. You may also have to use “Learning Management System” such as Google Classroom or another platform depending on the program. You will need a stable internet connection during the lecture and discussion time. The program will provide you for the details of the learning platform and related information before the start of their lectures. Please keep in touch with them.

#### **(5) Online Enrolment process (New student check-in)**

You are required to make enrolment as a student before making registration to take a course. Please follow the following enrolment steps.

##### **5.1 Confirmation of your study**

Please visit the following link and click the confirmation to online enrolment

<https://graduate.mahidol.ac.th/inter/prospective-students/?topic=InternationalStudentCheckIn>.

##### **5.2 Submitting the documents**

After confirmation, please fill, sign and send the following documents to [gradinter@mahidol.ac.th](mailto:gradinter@mahidol.ac.th).

- GR11A
- Letter of Intent
- Intellectual Property Rights

We have provided all these documents together with the Letter of Acceptance. After submitting these documents to us by email, please keep the hard copy of the above signed documents with you. It is required to submit the hard copy when you arrive Thailand.

#### **(6) Payment for enrolment (New student check-in fee)**

Your enrolment to the University will not be completed until the payment for enrolment is made. The enrolment fee (check-in fee) is 3,000 THB. We will issue the invoice for this and will provide the detail payment method soon.

#### **(7) Health Insurance**

International students in Mahidol University are required to have an insurance while staying in Thailand for their study. To fulfill this requirement, Faculty of Graduate Studies, Mahidol University, arranges insurance for students with an insurance company. The insurance coverage, however, will

be active after making payment for the health insurance fee by the student and the insurance will cover for those students who are staying inside Thailand. In this regard, as you are living outside Thailand for this semester, you are not required to pay for the health insurance fee until you enter the Kingdom of Thailand.

In case you have been already in Thailand or once you arrive Thailand in the near future, please contact us as soon as possible because Faculty of Graduate Studies needs to make further process of registration for health insurance for you. You will also be asked to pay for the health insurance fee at that time. For your information, the health insurance fee will be 3,500THB per year.

**(8) Registration for the course and payment for the first semester**

After you have made a payment for enrolment fees, you will receive the student ID number and e-registration account. Using this account, you can register online for the courses to be taken in the first semester. After the approval for this registration, you will receive an invoice for the payment for the first semester which includes course fees (credits fees), education and service fees including library and internet fees. You are required to make the payment during a specified time.

**(9) Using the library and internet service**

Even though you are staying outside the campus, as a Mahidol University student, you can assess the university library resources through the online. In addition, you will receive a new email account with the university domain which will have several advantages for your future use.

**(10) Submission of documents**

You are required to follow the steps for submission of degree transcript and English score report as mentioned in the Letter of Acceptance attachment.

**(11) If you have questions related with any of the above processes, you are welcome to ask through any of the following channels. Thank you and best of luck for your study.**

Email: [gradinter@mahidol.ac.th](mailto:gradinter@mahidol.ac.th) Viber: +66 632 252288

WhatsApp: +66 632 252288

LINE: @gradmu

Facebook Messenger: grad.mahidol

Best regards,



Prof. Patcharee Lertrit, M.D.

Dean

Faculty of Graduate Studies

Mahidol University