



Announcement by Office of Educational Administration
Subject: Guidelines for Requesting Educational Documents in Electronic Format
Outbreak of the Communicable Disease Coronavirus (COVID-19)

The Office of Educational Administration, Kasetsart University, has adopted an online process that will provide services quickly to students who request to receive educational documents, such as Official Transcript, Certificate of Student Status, Certificate of Academic Degree Completion, Certificate of Academic Achievement, etc. The modified process is implemented in accordance with the Resolution No. 2/2020 of the Kasetsart University Council (Tuesday, 11th February 2020) and complies with the Declaration of an Emergency Situation pursuant to the Emergency Decree on Public Administration in Emergency Situations B.E. 2548 (2005) due to the Outbreak of the Communicable Disease Coronavirus (COVID-19). As follows:

1. Students submit their requests for Educational Documents from Kasetsart University by using the request forms available online. This method will make it possible to provide quicker and safer services to KU students.
2. Requests for Educational Documents must be submitted at <https://registrar.ku.ac.th/onlinedoc> and the requested document will be issued electronically in a pdf file format. The Certification Period (date the document is issued and its expiration date) and Document Number will appear on the educational document together with a QR code image. The Educational Documents can be verified electronically before the expiration date at website <https://verify.ku.ac.th> or by using the QR Code which is shown on the document and a password provided by the student.
3. The Office of Educational Administration will issue educational and qualification documents via the website: <https://verify.ku.ac.th>. Certificates can be also verified via the same website during the certification period (starting from the date when the document is issued until expiration date indicated on the document).

In order to mitigate the impact of the COVID-19 epidemic, Kasetsart University has approved keeping the same fees (20 Baht) for electronic issuance of educational documents as currently charged for issuing educational documents, until further notice.

Effective 1 April 2020

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Director of Office of Educational Administration