

# Exchange and Audit Registration

## First Semester

1. Visit International Relations and Communications Office (IRCO) at the 4th floor, Building 9, to have your personal information recorded. Please bring one 3x4 cm. photo with your name on the back of the photo for student ID issuing.

2. Meet with your academic advisor for an advice for your study plan and registrtrion.

3. Meet with the instructor teaching the course you are registering for an approval signature.

4. For exchange students: return the course registration forms with all instructor's signatures to the IRCO on Monday - Friday at 08.30 - 16.30 for the registration process by August 23, 2019.

5. For audit students: return the course registration forms with all instructor's signatures together with a cashier cheque for the registration fee to the IRCO on Monday - Friday at 08.30 - 16.30 for the registration process by August 23, 2019.

## Second Semester

1. Meet with your academic advisor for an advice for your study plan and registration.

2. Meet with the instructor teaching the course you are registering for an approval signature.

3. For exchange students: return the course registration forms with all instructor's signatures to the IRCO on Monday - Friday at 08.30 - 16.30 for the registration process by January 21, 2020.

4. For audit students: return the course registration forms with all instructor's signatures together with a cashier cheque for the registration fee to the IRCO on Monday - Friday at 08.30 - 16.30 for the registration process by January 21, 2020.

## How to buy Cashier Cheque

You have to purchase a cashier cheque payable to SRINAKHARINWIROT UNIVERSITY with your original passport at on-campus banks (KTB, BLB and SCB) and please sign your name on the back of the cheque.