

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://reg.sut.ac.th/>

Choose > English

LOGIN CODE: Student ID Example: **D65123456**

PASSWORD: Your passport number (the letter is in capital) Example: **AB123456**

At the first time log in student will see “Terms and Conditions of Service of the Center for Educational Services, Suranaree University of Technology”

Please read and click **Accept and Confirm**

Terms and Conditions of Service of the Center for Educational Services, Suranaree University of Technology

This agreement and content is important and affects the personal data protection rights of users under the Act of Personal Data Protection B.E. 2552, therefore users must read this agreement and consent for using the services of the Center for Educational Services, Suranaree University of Technology and an agreement is made by users as follows:

- 1. Definition**
 - 1.1 "Registration and Evaluation System" means a database of applicants, students and graduate students. The database stores personal information from admission until graduation.
 - 1.2 "User" means an applicant, a student, a university personnel who agree to use the services of the Center for Educational Services, Suranaree University of Technology.
 - 1.3 "University" means Suranaree University of Technology.
 - 1.4 "Username and Password" means the username and password issued by the registration and evaluation system, the Center for Educational Services.
 - 1.5 "Service" means any device that are used to run a system or application such as a mobile phone, tablet, computer etc.
- 2. Use of System or Application**

Accessing the website of Registration and Evaluation System (reg.sut.ac.th) requires that users must agree to the terms and conditions of which all personal information in the registration and evaluation system may be used and disclosed to individuals and for the purposes stated in the use of information as follows:

 - 2.1 The Center for Educational Services collects information related to admission, student information, graduation information by collecting both anonymous and identified information which is associated with this web browser, application or devices used by the users. This will enable the Center for Educational Services to offer more beneficial and compliant services. (For detailed information or personal identifiable information, the Center for Educational Services will treat as personal information in accordance with the Act of Personal Data Protection B.E. 2552).
 - 2.2 When accessing the Registration and Evaluation System, users may be required to provide personal information such as full name, e-mail address, telephone number, identification information, etc., as well as sensitive information such as race, religion, disability or other information in the Registration and Evaluation System for data storage and providing services to users. Users may have to log in using their national ID number or electronic mail and password information.
 - 2.3 The university may use data that is provided university services for other uses such as monitoring service, controlling or solving problems of user and use use information to improve the Registration and Evaluation System more effectively.
 - 2.4 Collected and generally identifiable information such as telephone numbers, e-mail address, and address may be used to send news and to connect users directly, such as sending SMS notifications for study information, exam information, grants information or other information related to the services of the Registration and Evaluation System.
 - 2.5 Information may be used to help improve the security and reliability of the Registration and Evaluation System. This includes the detection, investigation, prevention and response of intrusions, breaches, security risks and individual problems that may harm the system, users or the public.
 - 2.6 When logging in to the system, users will be able to review and update the information by accessing the services that the users are using in order to check and update information related to users.
 - 2.7 The Center for Educational Services, Suranaree University of Technology, will store the user's payment information for reference only. The users will only receive transaction details such as invoice number, date, time, service name related to payment and amount, but will not store information about payment methods such as credit card numbers, etc. Payment information is collected in accordance with the relevant university financial laws and regulations.
 - 2.8 For legal process or governmental request of information, compliance with these legal requests will be processed based on respecting the personal privacy and security of the information users store with the office and university. The university's legal team will make every effort to ensure that the request complies with the laws and the privacy policy.
 - 2.9 The University will not, the university reserve the right to disclose personal information of users in the Registration and Evaluation System or its university departments in order to avoid and data protection in accordance with the relation of the university and its policy.
 - 2.10 For forwarding or disclosure of information of users, the Center for Educational Services will not use personal information of users to companies, organizations or individuals outside the university, unless there is an order of the university on a case-by-case basis, the university will register and consider approval that benefits students.

According to the above agreement and consent, the Center for Educational Services, Suranaree University of Technology will not for consent and acknowledge from the users below the further use of the system and application.
- Privacy Policy for Service Use of the Center for Educational Services, Suranaree University of Technology**

The privacy policy will help users find out the type of information available at the Center for Educational Services, Suranaree University of Technology has requested permission to collect information according to the agreements and consents to terms and conditions provided with the Act of Personal Data Protection B.E. 2552, is as follows:

The Center for Educational Services, Suranaree University of Technology, has developed a number of systems for serving students and personnel, both online and offline in order to provide services for students admission system as well as registration and evaluation system and so on. Various services which are useful for students, lecturers, and university staff. The website of the Center for Educational Services, Suranaree University of Technology, use as the following main platforms:

 1. their website under the domain reg.sut.ac.th
 2. other service applications of the Center for Educational Services, Suranaree University of Technology are operated through mobile applications on Android and iOS operating systems.

3. According to use the user information from external parties must be done in accordance with the operation and process requirements of the Center for Educational Services, Suranaree University of Technology. Requestors of the user's information must clearly state the purpose of data which through data collection or through any other assigned by the department or university.

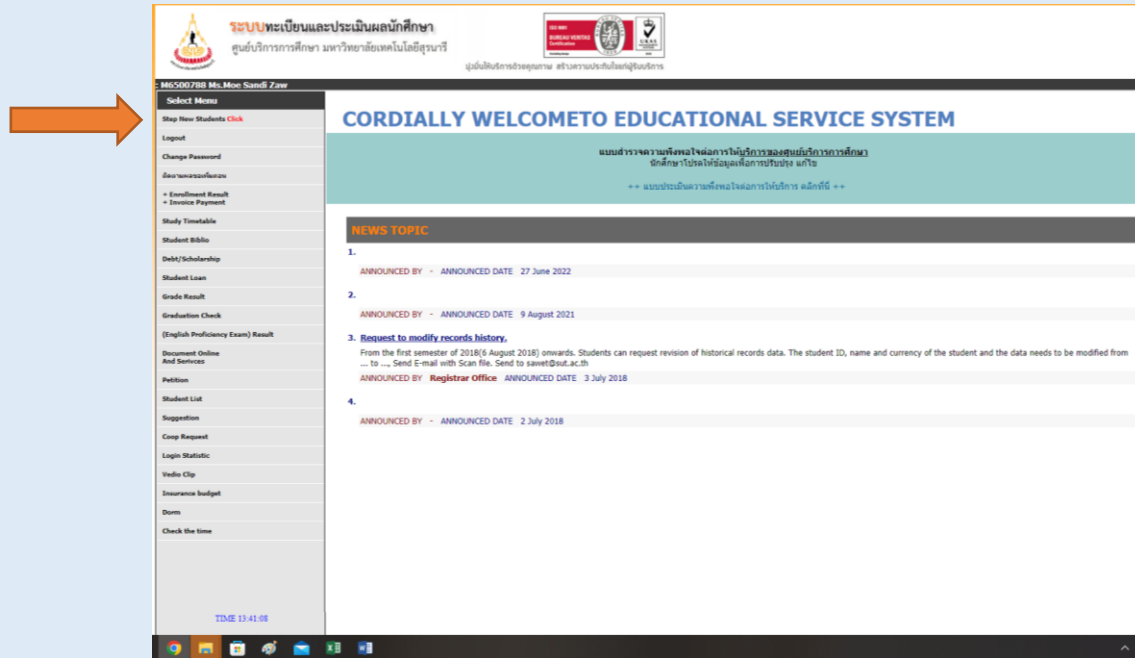
The Privacy Policy covers all times platforms and service areas users including students, lecturers, staff of Suranaree University of Technology and guests, who provide and use information under supervision by the Center for Educational Services, Suranaree University of Technology, and its relevant departments within the university. Staff are in charge with information for the Center for Educational Services, Suranaree University of Technology, for detailed information or requests a identifiable information, the Center for Educational Services will meet or services information in accordance with the Act of Personal Data Protection B.E. 2552, which is effective from 27 May 2013 onwards. If a user wishes to request privacy information, a memorandum can be made to request to report and request privacy information to the Center for Educational Services, Suranaree University of Technology.

For changes to this policy, if there is any change to the privacy policy, the Center for Educational Services, Suranaree University of Technology, will not in any way reduce the benefits of the users under this Privacy Policy without the user's consent. In addition, if there is a significant change the Center for Educational Services, Suranaree University of Technology, will announce further changes.

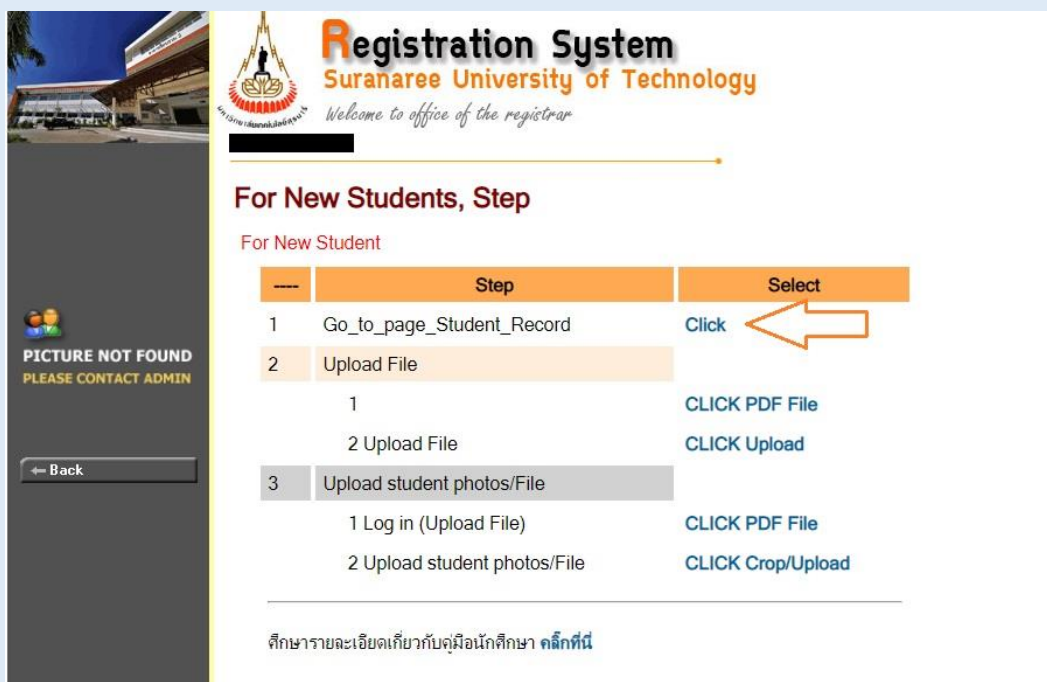
Accept

STEP 2: STEPS FOR NEW STUDENTS

You will see menu on the left hand side please click on *Step New Students* (Please see the arrow)

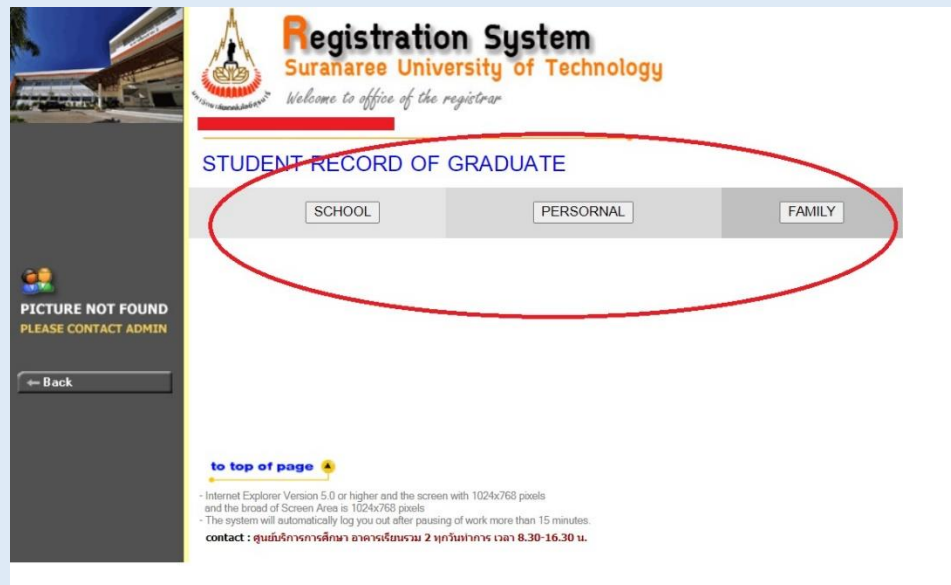


You will see the page please click on *Go to page Student Record* (Please see the arrow)



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

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

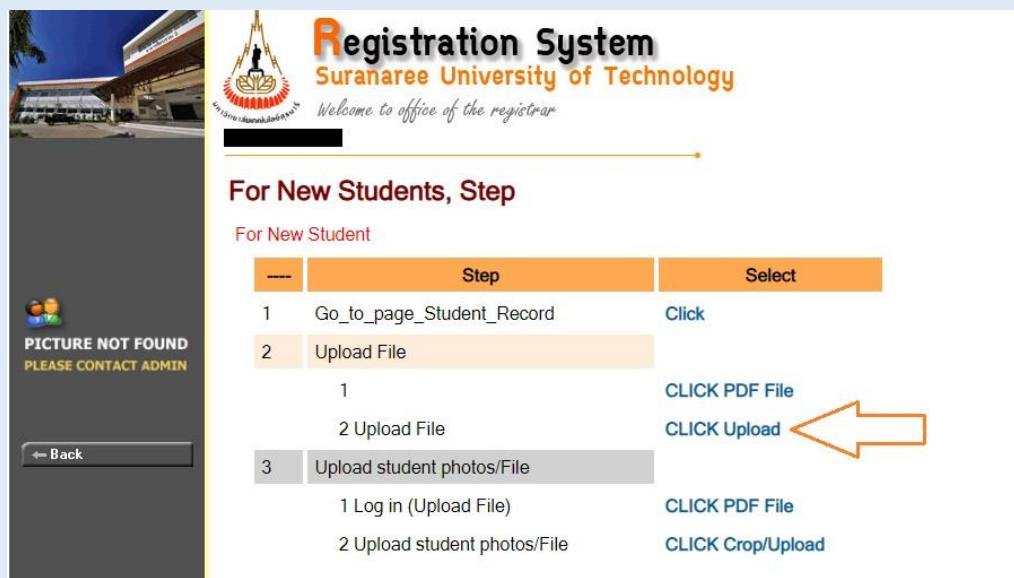


After you have completed the three parts, please return to the main page,

Click on **2. Upload File > CLICK Upload**

Please note: Student must complete personal information in all three parts **SCHOOL/PERSONAL/FAMILY**.

After that the system will show upload document icon, please upload your documents by convert 1. Passport 2. Transcript 3. Degree/school certificate into one PDF file with the size of no more than 2.50MB




STEPS 3: UPLOAD

When you *CLICK Upload* the new window for log in will appear, please input your ID and password again

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

Please upload your document and photo for SUT student ID



THAI ENGLISH

× Logout

Upload Picture



Registration System

Suranaree University of Technology

Welcome to office of the registrar

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 staff : ศูนย์บริการการศึกษา

Welcome to Suranaree University of Technology.