Application Manual

to Enroll to Study at the Graduate Level

1. Descriptions of the study plan

● Doctoral program

- **Type 1 or Plan 1,** is a study plan focusing on a dissertation. The university may require applicants to take additional courses or do academic activities without counting credits.

- **Type 2 or Plan 2,** is a study plan for applicants to conduct a dissertation and to study some additional courses as specified by the university.

● Master's degree program

- **Plan A, Form A (1), or Plan 1.1,** is an academic plan focusing on a thesis. The university may require applicants to take additional courses or do academic activities without counting credits.

- **Plan A, Form A (2), or Plan 1.2,** is an academic plan focusing on a thesis. The university may require the applicants to take some additional courses.

- **Plan B or Plan 2,** is a professional plan that requires the applicants to take courses of study and do Independent Studies.

2. Document preparation
To apply for further study,

All applicants must upload the following documents:

❶ A copy of the passport

Step 1 : Make a photocopy of your passport.

Step 2 : Sign to certify that it is a true copy (by hand).

Step 3 : Scan it into a PDF file of A4 size (according to the document size). The file size must not exceed 1 MB and upload it in the application system.

❷ A 1-inch full-face photo (600x800 pixels), not wearing a hat, not wearing dark glasses, taken within the past 6 months (not allowed to use a gown photo)

Example Man   **Example Woman**

Step 1 : Use an image file from a photo store. Save it as a JPG extension file with a size not exceeding 1 MB, then upload it to the application system.

❸ Proofs of Education

● Doctoral program

1. A copy of the academic report (Transcript) at the master's degree level that has been certified by a Thai embassy (except for Plans 1.2 and 2.2)

2. A copy of the academic report (Transcript) at the bachelor's degree level certified by a Thai embassy.

● Master's degree program

A copy of the academic report (Transcript) at the bachelor's degree level certified by a Thai embassy.

Step 1 : Make a photocopy of the academic report documents.

Step 2 : Sign on the document to certify it is a true copy (by hand).

Step 3 : Scan the document and save it as a PDF file in A4 size (according to the document size). The file size should be 1 MB and uploaded into the application system.

Upload some documents

(according to the details attached to the announcement of each field of study.)

❶ A letter of recommendation

written by one of your supervisors, former instructors, or persons who know you very well.

Step 1 : Download the letter of recommendation form from the Student Admissions Department when uploading application documents.

Step 2 : Fill out the form completely.

Step 3 : Scan the completed form into a PDF file of A4 size (according to the size of the document); the file size should be at most 1 MB, and upload it into the admissions system.

❷ Interested Research Topics or Concept Paper

Step 1 : Type the research topic of interest or Concept Paper

Step 2 : Save the document as a PDF file with an image size equal to A4 (according to the document size). The file size should be 1 MB and uploaded into the application system.

3. Applying through the application system

admissions.mju.ac.th/graduate

① Choose to apply for 1 field of study/application round >> **Fill in the application information.**

② **Pay an application fee of 500 baht** by scanning a QR Code and pay it via a Mobile Banking Application from any bank (no service fee) within 10:00 p.m. on the last day of application.

③ One day after paying the application fee, **upload documents** with all fields complete. (If incomplete documents are submitted, they will not be considered, and the applicant is deemed to have waived the right to be selected.)

④ After sending the documents, it takes 2 - 3 business days for the applicant to **check the application documents.**

Edit: Make corrections according to the notes specified in the application system. (If not corrected, it will be considered that the applicant has waived their right to be selected.)

Complete: Wait for the announcement of the names of those eligible to take the exam according to the application round.
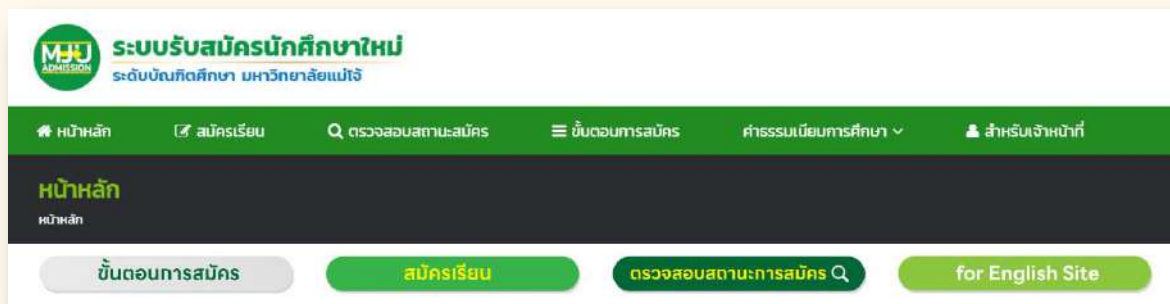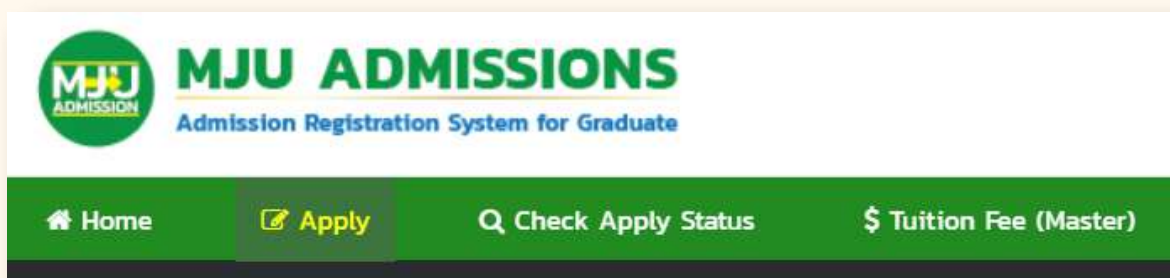
① Fill out application information

Step 1: Login >> at admissions.mju.ac.th/graduate

Step 2: Select the "for English Site" button.

Step 3: Select the Apply button.

Step 4 : Select the application period you want to apply for
>> Select the level you want to study at.

Step 5 : Select the field of study you want to apply for
>> Choose a study plan

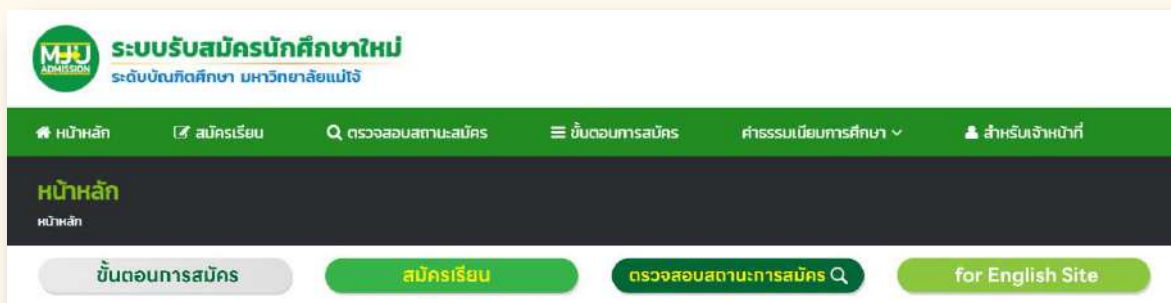**Step 6 :** Read the study plan descriptions. >> Choose a study plan >> Select Apply

Step 7: Fill in the applicant's information >> Press Confirm >> Press OK.

❷ Paying the Application Fee

Step 1: Login >> at admissions.mju.ac.th/graduate

Step 2: Select the "for English Site" button.

Step 3: Select the Check Apply Status button.
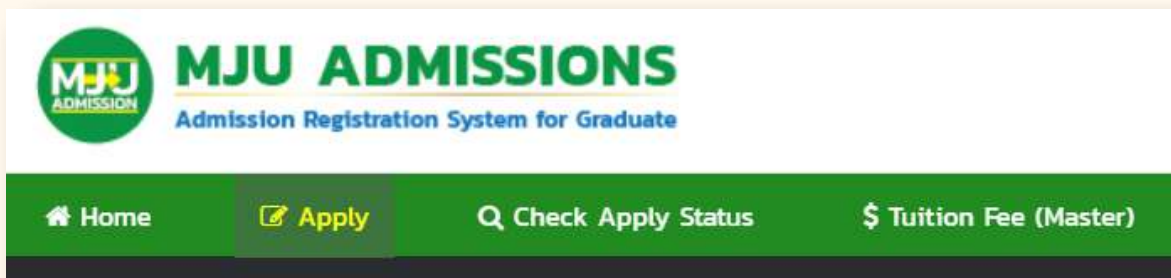
Step 4: Fill in Passport No. >>Choose Sign in.
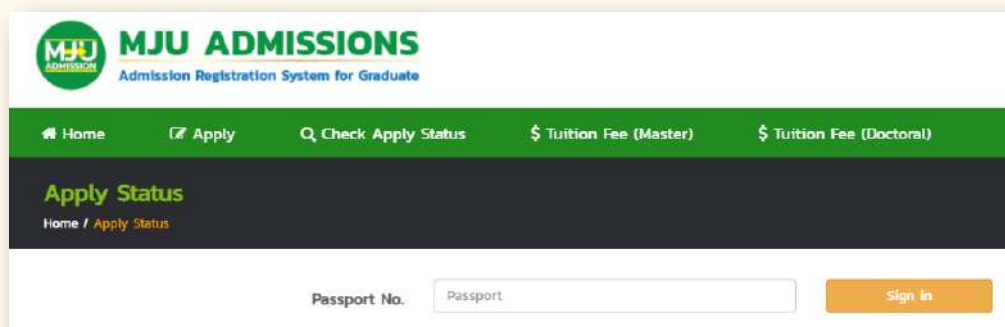
Step 5: Select the Pay button in the Pay Apply fee list.

☰ Apply Step

#	Step	Status	Remarks
1	Fill out applicant information	☑ Complete	
2	Pay apply fee	✗ Not paid	`Pay`
3	Fill out personal information	✗ Incomplete	Pay apply fee first
4	Fill out education information	✗ Incomplete	Pleas fill out personal information first
5	Upload apply documents	✗ Incomplete	Please fill out education infomation first
6	Announcement of Qualified Candidates for Examination		*Announce date 7 Jun 2024*
7	Announcement Result		*Announce date 21 Jun 2024*

Step 6: Scan the QR Code to pay the application fee.

Scan QR Code Via Mobile Banking Only

Payment methods

Via Mobile Application

Scan QR Code via Mobile banking

Ref1 : 0099556580000

Ref2 : 00110699099

Amount 500 Baht

Name Ziyun Xu

Payment must be made before 10:00PM only.

③ Fill in the Information and Upload Application Documents.

(After paying the application fee for 1 day)

Step 1: Login >> at admissions.mju.ac.th/graduate

Step 2: Select the "for English Site" button.
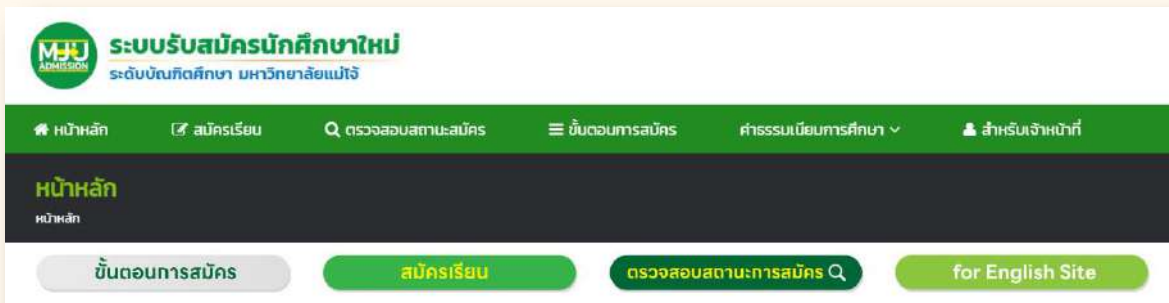
Step 3: Select the Check Apply Status button.
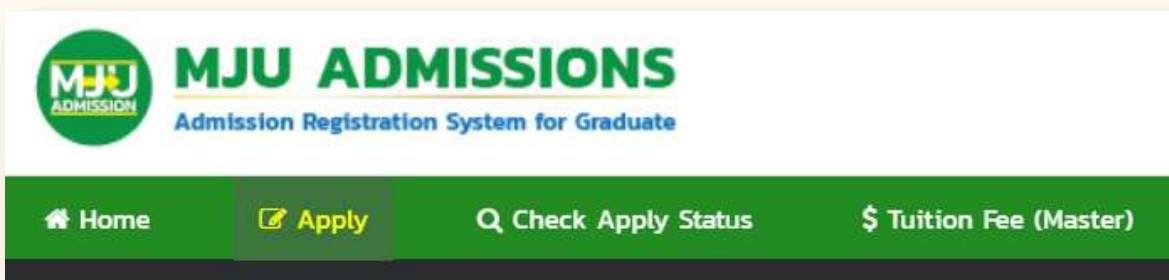
Step 4: Fill in Passport No >> Press Sign in
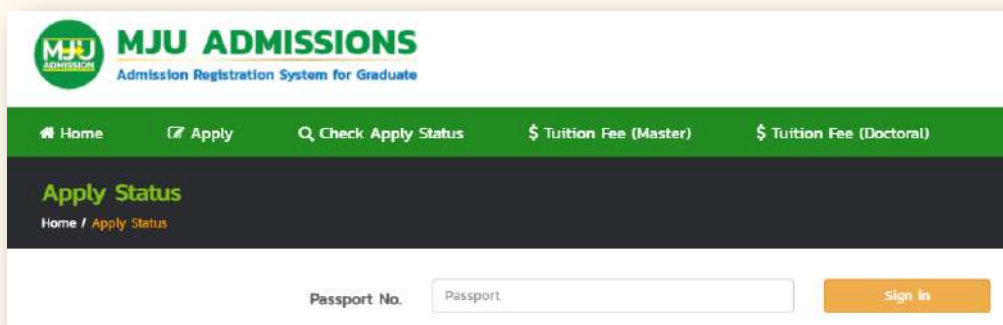
Step 5: Select the Fill out button in the Fill out personal information list.

☰ Apply Step

#	Step	Status	Remarks
1	Fill out applicant information	☑ Complete	
2	Pay apply fee	☑ Paid	Paid 4/9/1481
3	Fill out personal information	✗ Incomplete	Fill out
4	Fill out education information	✗ Incomplete	Pleas fill out personal information first
5	Upload apply documents	✗ Incomplete	Please fill out education infomation first
6	Announcement of Qualified Candidates for Examination		Announce date 11 Apr 2024
7	Announcement Result		Announce date 12 Apr 2024
8	Accept Condition	0	

Step 6: Fill in applicant information >> Press Confirm >> Press OK.

☑ Address

Back

Present Address

fill out present address

☑ Work info & English test score

Work	Occupation	Position
--Select--	occupation	job position

Organization		Office address
organization		office address

Experience (year)	Experience (month)	English test score	
--Select--	--Select--	--Select--	Confirm

admissions.mju.ac.th says

Data saved.

OK

Step 7: Select the Fill out button in the Fill out education information list.

☰ Apply Step

#	Step	Status	Remarks
1	Fill out applicant information	☑ Complete	
2	Pay apply fee	☑ Paid	Paid 4/9/1481
3	Fill out personal information	☑ Complete	Edit
4	Fill out education information	✗ Incomplete	Fill out
5	Upload apply documents	✗ Incomplete	Please fill out education infomation first
6	Announcement of Qualified Candidates for Examination		Announce date 11 Apr 2024
7	Announcement Result		Announce date 12 Apr 2024
8	Accept Condition	O	

Step 8: Fill in educational information >> Press Save >> Press Back

☑ Education Background

Degree	Graduated year	University
--Select--	--Select--	University name

Major	GPA	Remarks	
Major	GPA	-	Save

No data

Step 9: Upload all documents >> Press Upload in the Upload Apply documents list.

☰ Apply Step

#	Step	Status	Remarks
1	Fill out applicant information	☑ Complete	
2	Pay apply fee	☑ Paid	Paid 4/9/1481
3	Fill out personal information	☑ Complete	Edit
4	Fill out education information	☑ Complete	Edit
5	Upload apply documents	✗ Incomplete	Upload
6	Announcement of Qualified Candidates for Examination		Announce date 11 Apr 2024
7	Announcement Result		Announce date 12 Apr 2024
8	Accept Condition	O	

Step 10: Upload documents by pressing the Choose File button
>> Select the prepared file >> Press the Upload button.

Upload File
Apply status / Upload file

Upload **Transcript (Master Degree)** *(File .pdf size not over 2MB)*   Back

Choose File...   Choose file from your computer. And then click "Upload"   Upload

admissions.mju.ac.th says
Upload successful
OK

☰ Apply Step

#	Step	Status	Remarks
1	Fill out applicant information	☑ Complete	
2	Pay apply fee	☑ Paid	Paid 4/9/1481
3	Fill out personal information	☑ Complete	Edit
4	Fill out education information	☑ Complete	Edit
5	Upload apply documents	✗ Incomplete	Upload
6	Announcement of Qualified Candidates for Examination		*Announce date 11 Apr 2024*
7	Announcement Result		*Announce date 12 Apr 2024*
8	Accept Condition	0	

An Example of All Files Completely Uploaded

⬆ Upload file   Back

#	Document	Status	Upload date	Remarks	
1	Passport	Waiting for officer to review	10/04/2024 16:37:36		Upload
2	Photo	Waiting for officer to review	10/04/2024 16:34:27		Upload
3	Transcript (Bachelor Degree)	Waiting for officer to review	10/04/2024 16:39:00		Upload
4	Transcript (Master Degree)	Waiting for officer to review	10/04/2024 16:40:42		Upload

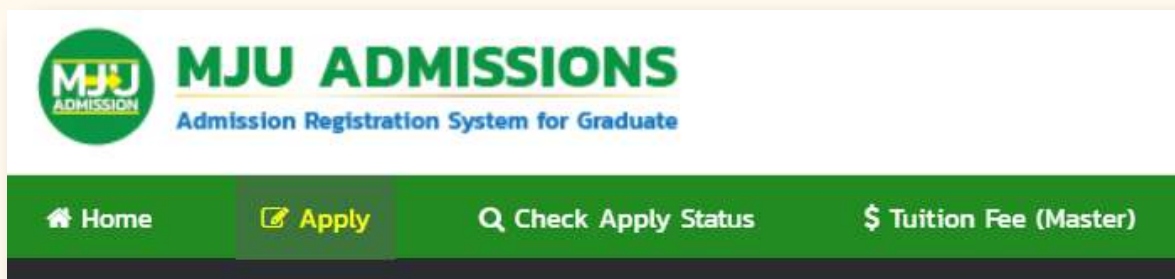# **4** **Checking Application Documents**

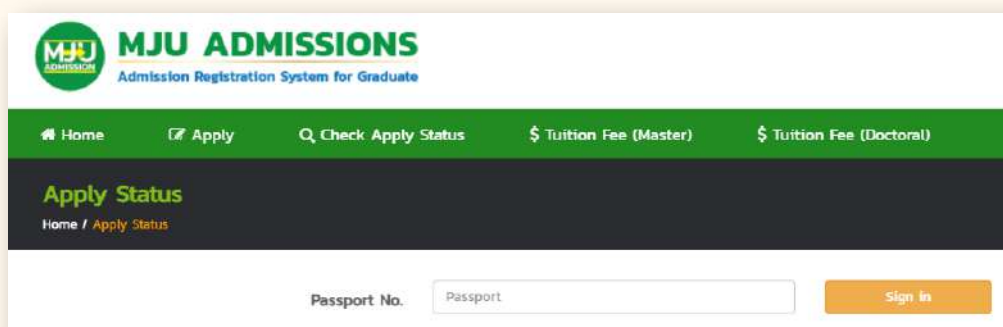**Step 1:** Login >> at admissions.mju.ac.th/graduate

Step 2: Select the "for English Site" button.
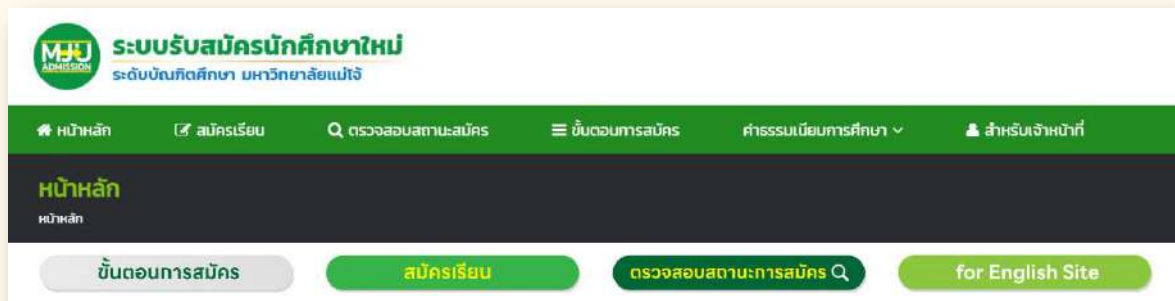
Step 3: Select the Check Apply Status button.

Step 4: Fill in Passport No >> Press Sign in

Step 5: Check the status of the complete document (Waiting for the announcement of the names of those eligible to take the exam according to the application round)

☰ Apply Step

#	Step	Status	Remarks
1	Fill out applicant information	☑ Complete	
2	Pay apply fee	☑ Paid	Paid 02/22/1481
3	Fill out personal information	☑ Complete	Edit
4	Fill out education information	☑ Complete	Edit
5	Upload apply documents	☑ Complete	
6	Announcement of Qualified Candidates for Examination	☑ Complete	Y
7	Announcement Result		*Announce date 12 Apr 2024*

The document needs to be completed.

Select the **Upload** button in the Upload Apply documents list.

☰ Apply Step

#	Step	Status	Remarks
1	Fill out applicant information	☑ Complete	
2	Pay apply fee	☑ Paid	Paid 4/9/1481
3	Fill out personal information	☑ Complete	Edit
4	Fill out education information	☑ Complete	Edit
5	Upload apply documents	✗ Incomplete	Upload
6	Announcement of Qualified Candidates for Examination		*Announce date 13 Mar 2024*
7	Announcement Result		*Announce date 12 Apr 2024*
8	Accept Condition	O	

1. Wait for an official to check the documents

⬆ Upload file
Back

#	Document	Status	Upload date	Remarks	
1	Passport	Waiting for officer to review	10/04/2024 16:37:36		Upload
2	Photo	Waiting for officer to review	10/04/2024 16:34:27		Upload
3	Transcript (Bachelor Degree)	Waiting for officer to review	10/04/2024 16:39:00		Upload
4	Transcript (Master Degree)	Waiting for officer to review	10/04/2024 16:40:42		Upload

2. Edit the documents according to the notes. (If not corrected, it will be considered that the applicant has waived their right to be selected.)

⬆ Upload file
Back

#	Document	Status	Upload date	Remarks	
1	Passport	Complete	10/04/2024 16:37:36		Close
2	Photo	Complete	10/04/2024 16:34:27		Close
3	Transcript (Bachelor Degree)	Complete	10/04/2024 16:39:00		Close
4	Transcript (Master Degree)	Complete	10/04/2024 16:40:42		Close
5	Recommendation Form Sample file	Please edit	11/04/2024 11:59:04	Edit : to have someone sign and certify it.	Upload

Contact : Student admissions and course public relations department

📞 0 5387 3461

📘 Admission Graduate Studies MJU

🟢 @Grad_MJU

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MAEJO UNIVERSITY