

## **Application Manual**

## to Enroll to Study at the Graduate Level

### 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.







#### All applicants must upload the following documents:

## 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.

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.

## 3 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.)

## 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.

## **2** 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.

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(4)

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.)

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.





# Fill out application information

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



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

5:U	<b>มบรับสมัครนัก</b> มบัณฑิตศึกษา มหาวิทศ	<b>ศึกษาใหม่</b> ภลัยแม่ไจ้			
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หน้าหลัก <sup>หน้าหลัก</sup>					
	,				

#### **Step 3:** Select the Apply button.



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

Home			
	Apply	Q Check Apply Status	\$ Tuition Fee (Master)
ound			
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ome / Round			
■ Round	: 1/2567 Round	1	
Apply Dat	e - 25 Dec 2023 -	29 Eeb 2024	
Evanianti	e Elizibility List	12 Mar 2024	
Examinati		15 Mai 2024	
	- 1/1 1/1-1/1	74 Mar 2024	
Exam Dat	e : 20 Mar 2024 -		
Exam Dat Announce	e : 20 Mar 2024 - e <b>Result</b> : 12 Apr 20	024	
Exam Dat Announce Pay Tuitic	e : 20 Mar 2024 - e Result : 12 Apr 20 on Fee : 1 May 2024	024 4 - 5 May 2024	

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

ło	me 🕼 Apply	Q Check Apply Status	\$ Tuition Fee (Master)	\$ Tuition Fee (Doctoral)		
rog	gram					
ne i	/ Round / Program					
20						
as	ter Degree					
#	Faculty		Program		Total Seat	Study Plan
#	Faculty Agricultural Production		Program Resources Management and De	evelopment	Total Seat 30	Study Plan
# 1 2	Faculty Agricultural Production Agricultural Production		Program Resources Management and De Geosocial Based Sustainable D	evelopment	Total Seat 30 25	Study Plan Study Plan Study Plan
# 1 2 3	Faculty Agricultural Production Agricultural Production Agricultural Production		Program Resources Management and De Geosocial Based Sustainable D Soil Science	evelopment	Total Seat           30           25           10	Study Plan Study Plan Study Plan Study Plan
# 1 2 3 4	Faculty Agricultural Production Agricultural Production Agricultural Production Agricultural Production Agricultural Production		Program Resources Management and De Geosocial Based Sustainable D Soil Science Horticulture	evelopment	Total Seat           30           25           10           6	Study Plan Study Plan Study Plan Study Plan Study Plan

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

	ome 🕼 Apply	Q Check Apply Status	\$ Tuition Fee (Master)	\$ Tuition	n Fee (Doctoral)		
tu	ıdy Plan						
m	a / Round / Program / Stu	ty Plan					
			784				
85	sources Manag	ement and Developme	nt				
	Exam Date	11 Jun 2024		Time	09.00 A.M.		
	Room	Zoom Meeting Online	- 12	Format	Interview		
-	udu. Dlan						
ľ							_
		Encoder	Plan		Description	Study(year)	Apply
	Degree	Faculty					
	Degree Master degree	Agricultural Production	Plan A type Al (Re	egular Program	) Description	2	Appl
	Degree Master degree Master degree	Agricultural Production Agricultural Production	Plan A type A1 (Re Plan A type A2 (R	egular Program egular Program	) Description	2	Appl
	Degree       Master degree       Master degree       Master degree	Agricultural Production Agricultural Production Agricultural Production	Plan A type A1 (Ro Plan A type A2 (R Plan B (Regular Pr	egular Program egular Program ogram)	) Description Description Description	2 2 2	Appl Appl Appl
	Degree           Master degree           Master degree           Master degree           Master degree           Master degree	Agricultural Production Agricultural Production Agricultural Production Agricultural Production	Plan A type A1 (Re Plan A type A2 (R Plan B (Regular Pr Plan A type A1 (Sp	egular Program Iegular Program Ogram) pecial Program	) Description Description Description	2 2 2 2	Appl Appl Appl Appl
r 01 11	Degree Master degree Master degree Master degree Master degree Master degree	Agricultural Production       Agricultural Production       Agricultural Production       Agricultural Production       Agricultural Production       Agricultural Production	Plan A type A1 (Rd Plan A type A2 (R Plan B (Regular Pr Plan A type A1 (Sp Plan A type A1 (Sp	egular Program Iegular Program Iogram) pecial Program pecial Program	<ul> <li>Description</li> <li>Description</li> <li>Description</li> <li>Description</li> <li>Description</li> </ul>	2 2 2 2 2 2	Appl Appl Appl Appl Appl

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

	Apply	Q Check Apply	/ Status	\$ Tuition F	ee (Master)	\$ Tuition Fee (Docto	ral)
Register							
Home / Round /	' Program / Study Plan	/ Register					
Program							
Round			Faculty				
1/2567 Round	2		Agricultur	al Production			
Degree			Program			Study Plan	
Master degree	1) 8		Resources	Management a	nd Development	Plan A typ	e Al (Regular Program)
Fill out a	oplicant info	rmation					
	_		-				
Passport		Prefix			Name		Surname
		Select-	2	*	First Name		Last Name
Passport No.		E-mail			Ethnicity		Nationality
Passport No.		1 1 1			Ethnicity		Nationality
Passport No. Mobile phone Mobile phone	no.	E-mail					
Passport No. Mobile phone Mobile phone Religion	t no.	E-mail Birthdate	Month	Year	Status		

**f** Admission Graduate Studies MJU

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# Paying the Application Fee

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



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

🗮 ขั้นตอนการสมัคร	ค่าธรรมเนียมการศึกษา 🗸	🚨 สำหรับเจ้าหน้าที่
Q ตรวจสอบสถานะสมัคร	Q ตรวจสอบสถานะสมัคร 🛛 ฮี่บตอนการสมัคร	🔾 ตรวจสอบสถานะสมัคร 🛛 ฮี ขั้นตอนการสมัคร ค่าธรรมเนียมการศึกษา 🗸
	🗮 ขั้นตอนการสมัคร	≡ ขั้บตอนการสมัคร คำธรรมเนียมการศึกษา ~

#### **Step 3:** Select the Check Apply Status button.

A Home C Apply Q Check A	pply Status \$ Tuition Fee (Master)

#### **Step 4:** Fill in Passport No. >>Choose Sign in.

Home	🕼 Apply	Q Check Apply S	itatus	\$ Tuition Fee (Master)	\$ Tuition Fee (I	loctoral)
Apply St	atus					
	Sector 1					
ome / Apply !	status					

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#### **Step 5:** Select the Pay button in the Pay Apply fee list.

f Step	Status	Remarks
Fill out applicant information	Complete	
2 Pay apply fee	X Not paid	Pey
Fill out personal information	× Incomplete	Pay apply fee first
4 Fill out education information	X Incomplete	Pleas fill out personal information first
Upload apply documents	× Incomplete	Please fill out education infomation first
Announcement of Qualified Candidates for Examination		Announce date 7 Jun 2024
Announcement Result		Announce date 21 Jun 2024

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





# **B** 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.

	หน้าหลัก 🕼	สมัครเรียน	<b>Q</b> ตรวจสอบสถานะสมัคร	🚍 ขั้นตอนการสมัคร	คำธรรมเบียบการศึกษา ~	🛓 สำหรับเจ้าหน้าที่
หน้าหลัก	เน้าหลัก					

#### Step 3: Select the Check Apply Status button.

ADMESSION	MJU ADN Admission Registratio	ISSIONS	
🖶 Home	🕼 Apply	Q Check Apply Status	\$ Tuition Fee (Master)

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

Home	🕼 Apply	Q Check Apply S	itatus	\$ Tuition Fee (Master)	\$ Tuition Fee (Doctoral)	
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me / Apply St	atus latus					
ome / Apply St	atus <sup>tatus</sup>					

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## **Step 5:** Select the Fill out button in the Fill out personal information list.

f Step	Status	Remarks
1 Fill out applicant information	Complete	
2 Pay apply fee	Paid	Paid 4/9/1481
3 Fill out personal information	× Incomplete	FIL 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 II Apr 2024
7 Announcement Result		Announce date 12 Apr 2024
8 Accept Condition	0	

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

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Occupa	tion		Position		
✓ occupa	ition		job position		
			Office address		
			office address		
Experie	nce (month)		English test score		
✓Sele	-ct	~	Select	~	Confirm
	occupat Coccupat	ish test score  Occupation  Coccupation  Experience (month) Select	ish test score  Occupation  Coccupation  Experience (month)  Coccupation	Occupation       Position         v       occupation       job position         occupation       office address         office address       office address         Experience (month)       English test score         v      Select	ish test score       Occupation    Position      v    occupation      v    occupation      job position      Office address      office address      Experience (month)      English test score      v



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

#	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	0	

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

legree	Graduated year		University	
Select Y	Select	~	University name	
Major	GPA		Remarks	
Major	GPA		-	Save

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

# 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	

**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 Transcri	t (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	Т

¥	Step	Status	Remarks
1	Fill out applicant information	Complete	
2	Pay apply fee	Paid	Paid 4/9/1481
з	Fill out personal information	Complete	edit
1	Fill out education information	Complete	Edit
5	Upload apply documents	× Incomplete	Upload
5	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

#	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
34	Transcript (Master Degree)	Waiting for officer to	10/04/2024		Upload

# Checking Application Documents

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



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

เข้าหลัก	🕑 สมัครเรียน	<b>Q</b> ตรวจสอบสถานะสมัคร	🗮 ขั้นตอนการสมัคร	คำธรรมเนียมการศึกษา 🗸	🛔 สำหรับเจ้าหน้าที่
outo.					
indri in					

#### **Step 3:** Select the Check Apply Status button.

	MJU ADI Admission Registratio	MISSIONS on System for Graduate	
🖀 Home	Apply	Q Check Apply Status	\$ Tuition Fee (Master)

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

Admission Registration system for Graduate						
Home	🕼 Apply	Q. Check Apply Stat	s \$ Tuition Fee (Master)	\$ Tuition Fee (Doctoral)		
alv St	ature					
ply St	atus tatus					
oply St	atus tatus					

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admissions.mju.ac.th/graduate

**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)

ŧ	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.

f 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	0	

#### 1. Wait for an official to check the documents

1	Document	Status	Upload date	Remarks	
1	Passport	Waiting for officer to review	10/04/2024 16:37:36		Upload
z	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

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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.)

	Document	Status	Upload date	Remarks	
	Passport	Complete	10/04/2024 16:37:36		Close
	Photo	Complete	10/04/2024 16:34:27		Close
	Transcript (Bachelor Degree)	Complete	10/04/2024 16:39:00		Close
	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

- **6** 0 5387 3461
- f Admission Graduate Studies MJU
- 💽 @Grad\_MJU



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