



MUIC Pre-College
New Student Registration



USER'S MANUAL

REGISTRATION PROCESS

FOR THE

MUIC PRE-COLLEGE PROGRAM



FOR NEW STUDENTS





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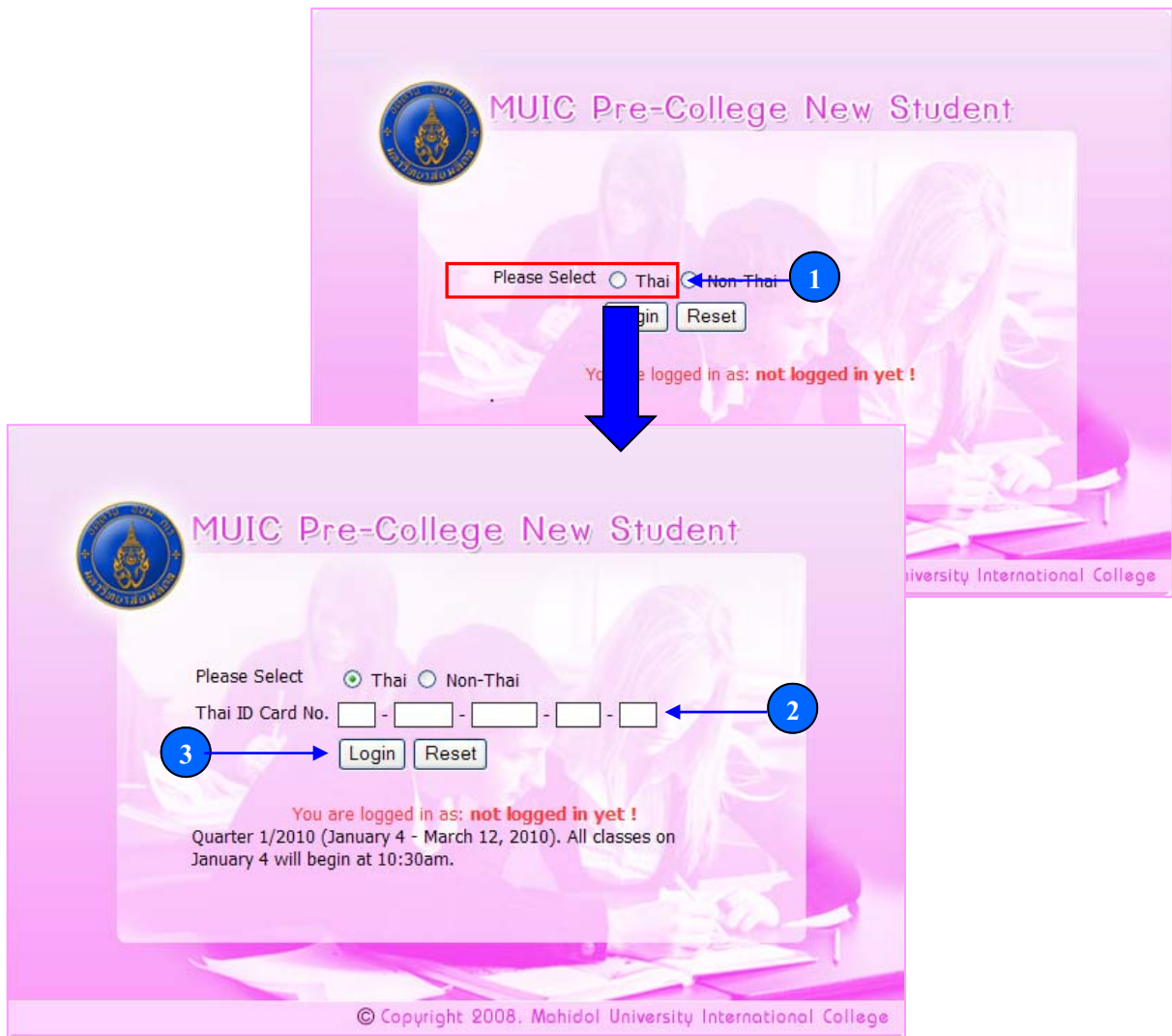
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LOG IN

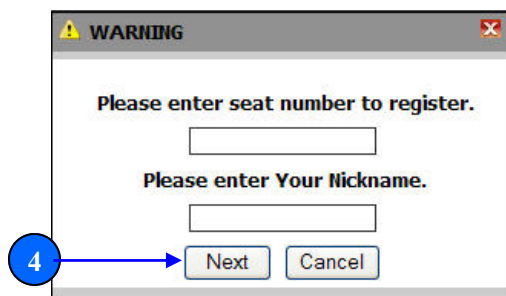
To Log In :

1. Select type of student (Thai or Non-Thai). For example, select Thai as Thai
2. Enter your Thai ID Number.
3. Click at



NOTE : If you are Non-Thai, you must enter your passport number.

4. Then, enter your Seat No. and your nickname and click at





Download Details About New Student Registration

To download details about new student registration, follow these steps:

1. After you have logged in, the system displays the student's interview results showing the Seat Number, Student Name, Major and Level of the student. Please see the picture below:

The screenshot shows the MUIC Pre-College New Student interface. At the top left is the university logo and the text 'MUIC Pre-College New Student'. At the top right, it says 'Quarter 1/2010'. On the left is a 'Main Menu' with options: '+ Main', '+ Registration', and '+ Log out'. The main content area is titled 'INTERVIEW RESULTS' and contains a table with the following data:


SEAT NO.	Name	MAJOR	Recommended Level
B087	Mr. Voravich KAMOLHOTIROS	ICMI	PC2

Below the table is an 'Important Information' section with a '[download]' link. The first item in the list is: '1. You are eligible to register to study in the Program or to postpone your studying. Please read the **Registration Information** carefully [Click Here]'. A red box highlights the '[Click Here]' link, and a blue arrow labeled '2' points to it. A blue arrow labeled '1' points to the 'Main Menu' on the left.

2. To download the registration information, click at [\[Click Here\]](#)




3. Then the system displays the registration information details of the student as shown in the picture below.

You can click to download the information in Thai at [\[Download for Thai Version\]](#) , and you can download the PDF program for reading a PDF file by clicking  [Download PDF](#)

INTERVIEW RESULTS

SEAT NO.	Name	MAJOR	Recommended Level
B087	Mr. Voravich KAMOLHOTIROS	ICMI	PC2


PC Program Registration Information [\[Download for Thai Version\]](#) 

Applicant must choose only **ONE** of following types of registrations.

***Type 1 : Registration for Studying at PC**

Applicants who have graduated from high school and are able to study in the PC Program in **Quarter 1/2010 (January 4 – March 12, 2010)** may register to begin studying.

Registration Process for Studying at PC


- Applicants must print an invoice slip for Registration. [\[Link to Registration page\]](#)  **Click for link to Registration page.**
- Please use this slip to pay your registration fee at the SIAM COMMERCIAL BANK (SCB) ON **November 28, 2009**
- Applicants **must appear in person** at the PC office on **November 28, 2009 (Saturday)** from 8:00 am. – 12:00 pm.
- Failure to comply with the above conditions will result in an incomplete registration for the student.

***Type 2 : Postponing Registration for Studying at PC**

Applicants who have not graduated from high school OR who cannot register for other reasons can defer entry into the PC Program for up to 1 year.


Applicants will be eligible to begin studying at PC in **2/2010**. A deposit is required to postpone their entry. This deposit will be returned to students after they commence their course.

Postponing Registration Process for Studying at PC



- Applicants must print an invoice slip and fill the Postponing Registration Form [\[Link to Postponing page\]](#)  **Click for link to Postponing page.**
- Please use this slip to pay your postponing registration fee at the SIAM COMMERCIAL BANK (SCB) ONLY. Payment **BEFORE November 27, 2009**
- Please keep your invoice for your payment reference.
- Failure to comply with the above conditions will result in an incomplete registration for the student.

***Type 3 : Late Registration**

Applicants who would like to register to study at PC (Type 1) or to register with the status of "postponing registration" (Type 2) must follow these steps if they want to delay their registration:

- Send a request form at least one day before the specified registration date. [\[Link to Late Registration Page\]](#)  **Click for link to Late Registration page.**
- On the form, the applicant must mention the date that they can register and the reason for not being able to register on the registration date. Evidence to support the reason must be submitted, as well as a contact number.
- A late registration fee is required, except for those who are waiting for the announcement of the MUIC Entrance Examination results.
- Requests may or may not be approved, depending on the reason for the late registration.

Remark: Students who ignore the above-mentioned procedure will be considered ineligible students. Furthermore, their status will be automatically cancelled.

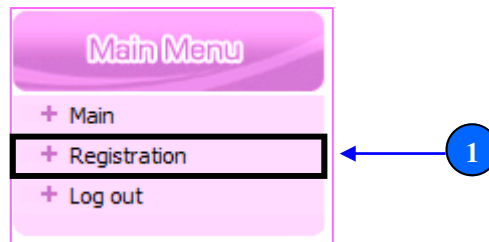
  [Download PDF](#)



New Students' Registration

The steps for “Registration” are as follows :

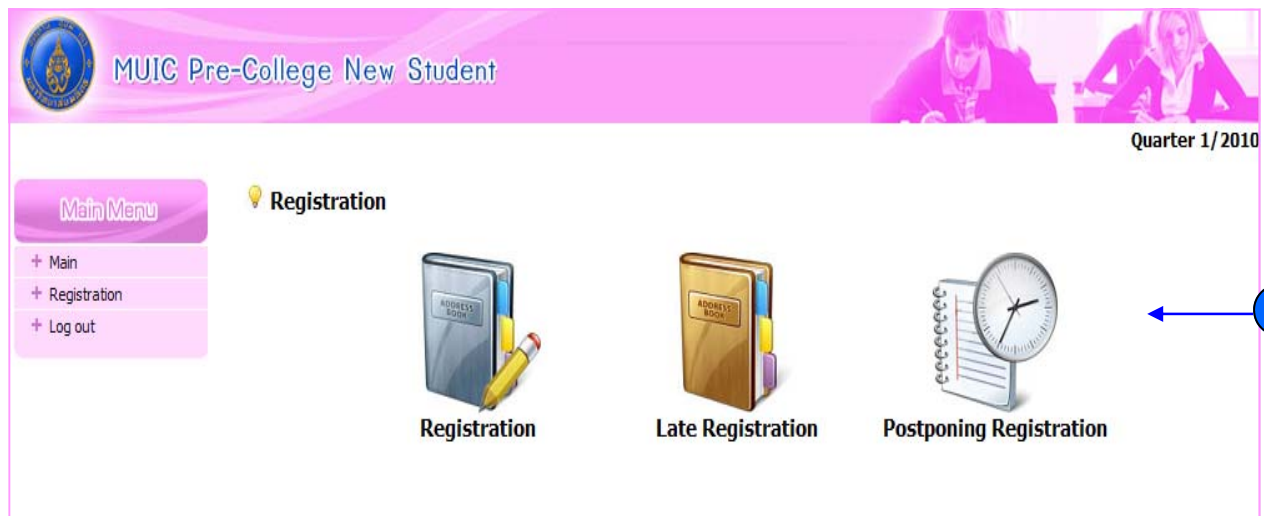
1. Click at “Registration” 



2. Then the system displays the first page of the Registration menu as shown in the picture below.

There are 3 choices of “Registration” for new students.

- “Registration” is for regular registration.
- “Late Registration” is for delayed or late registration.
- “Postponing Registration” is for maintaining a student’s placement.





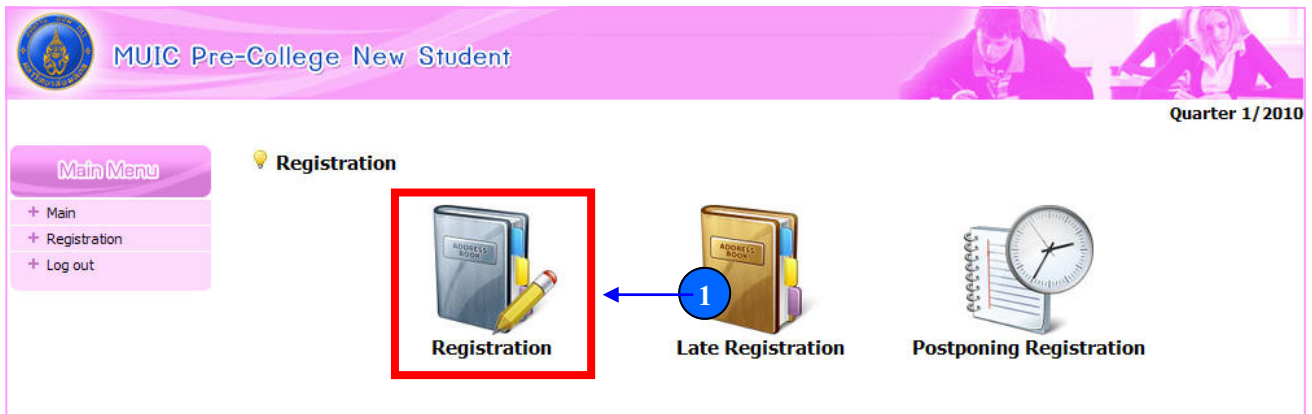
Regular Registration for New Students



Registration

The steps for regular registration are as follows :

1. Click at **Registration** on the first page.



2. Then the system displays the Registration page as shown in the picture below. This section will show the student's name, PC Level, Seat number, Major, and Math Level (for this sample, Math scores are shown as "Exempt". This means your math score is already PASS. You do not need to study Math).





3. Then click at under “Select”. Then click at for registration.

Select	Seat NO.	MAJOR	NAME	PC LEVEL	Recommended Math Level	Remark
<input checked="" type="radio"/>	B087	ICMI	Mr.Voravich KAMOLHOTIROS	PC2	Refresher Math	

4. The system displays the details of the cost of registration for the student. The details are as follows:

- **Tuition Fee** is the cost of the courses.
- **Materials Fee** is the cost of textbooks and other materials.
- **Postponing Fee** is the cost for maintaining the student’s placement.
- **Late Registration Fee** is a charge for registration delays or late.
- **Total Payment Due** is the total cost of registration.

No.	Items	Amount (Baht)
1	Tuition Fee	33,000.00
	-Mathematics (Refresher Math)	
2	Materials Fee	2,000.00
3	Deferral Fee	0.00
4	Late Registration Fee	0.00
5	Uniform Fee	640.00
Total Payment Due		35,640.00

5. Then, click at to confirm your registration.

6. Click to register.



7. Then, enter your data in Pre-College Application Form.

Pre-College Application Form

In order to complete the PC registration, each student is required to update his/her personal data. Nickname, address in Thai and any blank box. You have 5-10 minutes to enter data on this page.

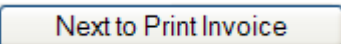
Entrance Examination :	3/2009-2010		
Degree Program :	ICMI		
Requested intake :	<input type="checkbox"/> September <input checked="" type="checkbox"/> January <input type="checkbox"/> April		
Year :	2010		
Personal Details			
Name (English) :	Mr. <input type="text" value="Voravich"/> *	Surname (English) :	<input type="text" value="KAMOLHOTIROS"/> *
Name (Thai) (นาย/นางสาว) :	<input type="text"/> * ตัวอย่าง: นาย สมชาย	Surname (Thai) :	<input type="text"/> *
Seat No. :	<input type="text" value="B087"/>	Nickname :	<input type="text" value="Narak"/>
Date of Birth :	<input type="text" value="1992/02/09"/>	Country of Birth :	<input type="text" value="Thailand"/>
Nationality :	<input type="text" value="Thai"/> *	Country of Citizenship :	<input type="text" value="Thailand"/>
PRESENT Address (ภาษาไทย)			
เลขที่ :	<input type="text"/> *	ถนน :	<input type="text"/> *
อำเภอ/เขต :	<input type="text"/> *	ประเทศ :	<input type="text"/> *
จังหวัด :	<input type="text"/> *	รหัสไปรษณีย์ :	<input type="text"/> *
Contact Address			
Permanent Address :	<input type="text"/> *	Road/ :	<input type="text"/> *
District :	<input type="text"/> *	Country :	<input type="text" value="Thailand"/>
Province :	<input type="text"/> *	Post code :	<input type="text" value="10400"/> *
Tel :	<input type="text"/>	Fax :	<input type="text"/>
Mobile phone :	<input type="text"/>	E-mail :	<input type="text"/>
Previous School :	<input type="text"/>	CUMULATIVE GPA :	<input type="text"/>
PARENT/Guardian			
Name :	<input type="text"/>	Guardian's surname :	<input type="text"/>
Relationship to you :	<input type="text"/>	Tel :	<input type="text"/>
Mobile phone :	<input type="text"/>	Fax :	<input type="text"/>
		Preview	Reset 8

8. Click at



How to Print an Invoice

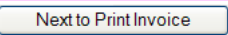
The steps for printing an invoice to pay the registration fee at the bank are as follows:

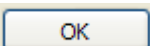
1. Click 

Preview Application Form

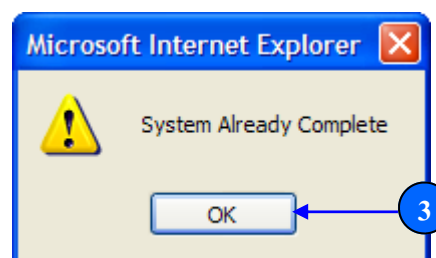
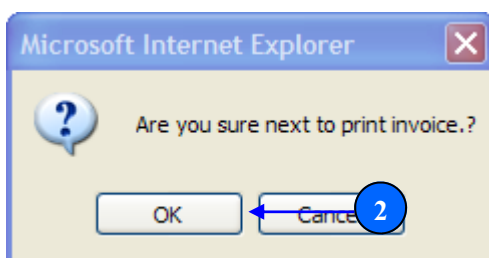
Please review your data carefully! When you have checked it, please click "OK" to print your invoice.

Entrance Examination :				3/2009-2010			
Degree Program :				ICMI			
Requested intake :				<input type="checkbox"/> September <input checked="" type="checkbox"/> January <input type="checkbox"/> April			
Year :				2010			
Personal Details							
Name (English) :		Mr. Voravich		Surname (English) :		KAMOLHOTIROS	
Name (Thai) :		วรวิทย์		Surname (Thai) :		กมลโหธิรส	
Seat No.		8087		Nickname :		Narak	
Date of Birth :		Feb 09, 1992		Country of Birth :		Thailand	
ID Card/Passport No.		[Redacted]		Expiration date :		Feb 08, 2016	
Nationality :		Thai		Country of Citizenship :		Thailand	
PRESENT Address (ภาษาไทย)							
เลขที่ :		[Redacted]		ถนน :		[Redacted]	
อำเภอ/เขต :		[Redacted]		ประเทศ :		ประเทศไทย	
จังหวัด :		[Redacted]		รหัสไปรษณีย์ :		[Redacted]	
Contact Address							
Permanent Address :				Road/ :			
District :				Country :			
Province :				Post code :			
Tel :		[Redacted]		Fax :		[Redacted]	
Mobile phone :		[Redacted]		E-mail :		[Redacted]	
Guardian's name :				Guardian's surname :			
Relationship to you :				Tel :			
Mobile phone :		[Redacted]		Fax :		[Redacted]	

 ← **1**

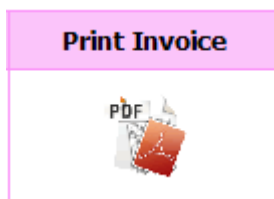
2. Then click  to confirm.

3. Click  When the system says "System Already Complete"







4. Click at **Print Invoice**

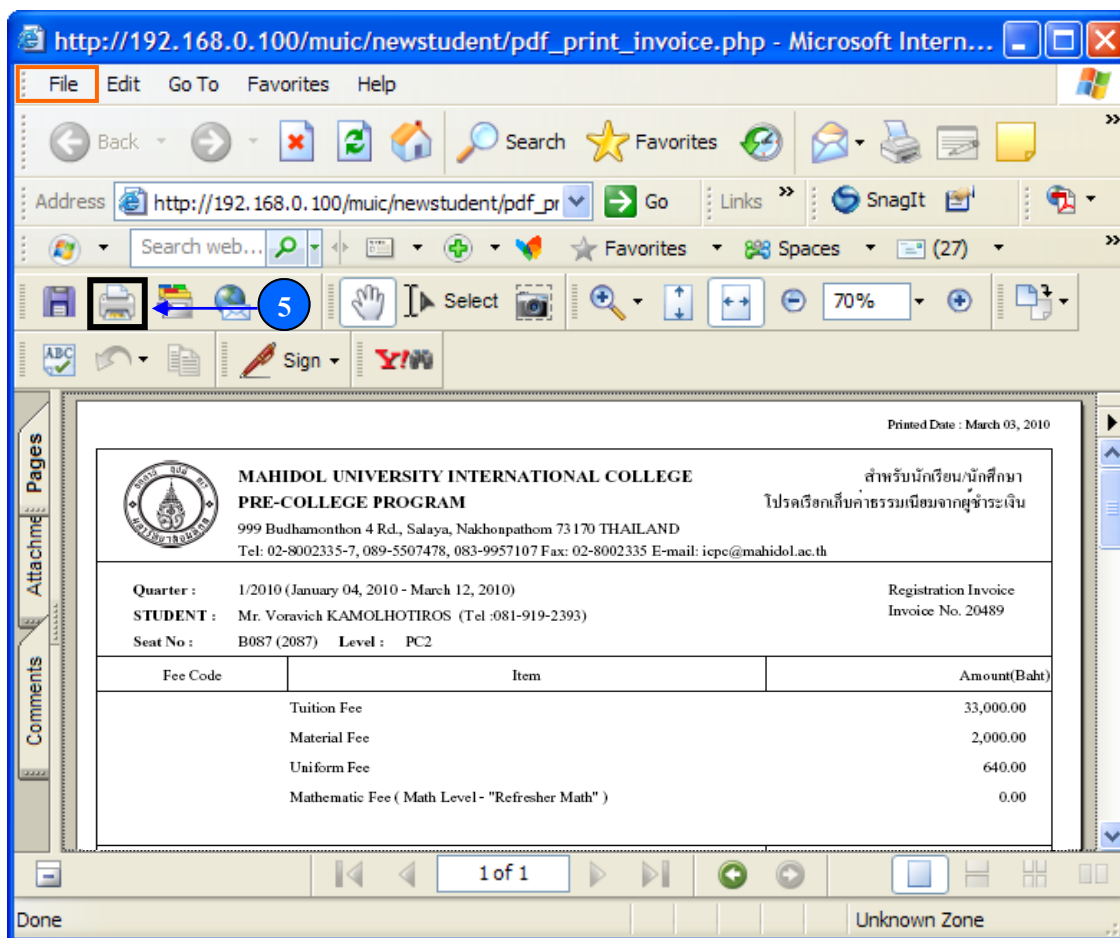


Registration

Print Invoice				
SEAT NO.	MAJOR	NAME	PC LEVEL	Print Invoice
B087	ICMI	Mr.Voravich KAMOLHOTIROS	PC2	



5. Then the system displays an invoice in a PDF file. You can print the invoice by clicking at the icon Print  or click at “File” and then click at the sub-menu “Print” (or key a shortcut at the keyboard by pressing Ctrl+P).








Examples of Invoice forms which are for used by the student to pay the registration fee at the bank.

- For student

Printed Date : March 03, 2010

	MAHIDOL UNIVERSITY INTERNATIONAL COLLEGE PRE-COLLEGE PROGRAM 999 Budhamonthon 4 Rd., Salaya, Nakhonpathom 73170 THAILAND Tel: 02-8002335-7, 089-5507478, 083-9957107 Fax: 02-8002335 E-mail: icpc@mahido.ac.th		สำหรับนักเรียน/นักศึกษา โปรดเรียกเก็บค่าธรรมเนียมจากผู้ชำระเงิน																	
	Quarter : 1/2010 (January 04, 2010 - March 12, 2010) STUDENT : Mr. Voravich KAMOLHOTIROS (Tel :081-919-2393) Seat No : B087 (2087) Level : PC2	Registration Invoice Invoice No. 20489																		
<table border="1"> <thead> <tr> <th>Fee Code</th> <th>Item</th> <th>Amount(Baht)</th> </tr> </thead> <tbody> <tr> <td></td> <td>Tuition Fee</td> <td>33,000.00</td> </tr> <tr> <td></td> <td>Material Fee</td> <td>2,000.00</td> </tr> <tr> <td></td> <td>Uniform Fee</td> <td>640.00</td> </tr> <tr> <td></td> <td>Mathematic Fee (Math Level - "Refresher Math")</td> <td>0.00</td> </tr> <tr> <td colspan="2" style="text-align: center;">Total Payment Due</td> <td>35,640.00</td> </tr> </tbody> </table>	Fee Code	Item	Amount(Baht)		Tuition Fee	33,000.00		Material Fee	2,000.00		Uniform Fee	640.00		Mathematic Fee (Math Level - "Refresher Math")	0.00	Total Payment Due		35,640.00		
Fee Code	Item	Amount(Baht)																		
	Tuition Fee	33,000.00																		
	Material Fee	2,000.00																		
	Uniform Fee	640.00																		
	Mathematic Fee (Math Level - "Refresher Math")	0.00																		
Total Payment Due		35,640.00																		
PC Admission Day : Feb 19, 2010		*** Registration and payment period: Nov 25, 2009 - Mar 31, 2010																		
Note : This receipt is valid only if the Finance Department has cleared the payment.																				
หมายเหตุ : 1. ชำระเงินที่ธนาคารไทยพาณิชย์และจ่ายในระยะเวลาที่กำหนดเท่านั้น หากไม่จ่ายตามกำหนดถือว่าสละสิทธิ์ 2. ใบเสร็จรับเงินจะออกในสัปดาห์ที่ 2 นับจากวันเปิดเรียนวันแรก นักเรียนควรเก็บเอกสารนี้ไว้เป็นหลักฐาน 3. นักเรียนใหม่ (ที่ยังไม่มีรหัสนักเรียน) ที่ชำระ 30,000 บาทขึ้นไปต้องนำใบ Invoice ที่ประทับตราธนาคาร มาในวันขึ้นทะเบียนนักเรียน (Admission Day) ด้วย Remark : 1. Registration fee must be paid at Siam Commercial Bank (SCB) within payment period. 2. Receipt issued within 2 weeks of term commencement. 3. Students paying at least 30,000 Baht must bring the INVOICE for reporting to the PC Office on the PC Admission Day.																				

- For Siam Commercial Bank

		สำหรับธนาคาร โปรดเรียกเก็บค่าธรรมเนียมจากผู้ชำระเงิน						
	MAHIDOL UNIVERSITY INTERNATIONAL COLLEGE วิทยาลัยนานาชาติ มหาวิทยาลัยมหิดล		สาขา/Branch..... วันที่/Date.....					
	เพื่อเข้าบัญชี วิทยาลัยนานาชาติ มหาวิทยาลัยมหิดล		<table border="1"> <tr> <td>ชื่อ/Name</td> <td>Mr. Voravich KAMOLHOTIROS</td> </tr> <tr> <td>เลขที่นั่งสอบ</td> <td>2087</td> </tr> <tr> <td>รหัสการชำระเงิน</td> <td>20489</td> </tr> </table>	ชื่อ/Name	Mr. Voravich KAMOLHOTIROS	เลขที่นั่งสอบ	2087	รหัสการชำระเงิน
ชื่อ/Name	Mr. Voravich KAMOLHOTIROS							
เลขที่นั่งสอบ	2087							
รหัสการชำระเงิน	20489							
 บมจ.ธนาคารไทยพาณิชย์ COMP CODE: 0868 (สาขามหาวิทยาลัยมหิดล) (15/5)								
รับชำระด้วยเงินสดเท่านั้น		จำนวนเงิน/Amount	บาท/Baht					
จำนวนเงินเป็นตัวอักษร/Amount in Words								
ชื่อผู้นำฝาก/Deposit by..... โทรศัพท์/Telephone.....		สำหรับเจ้าหน้าที่ ผู้รับเงิน/ผู้รับมอบ						

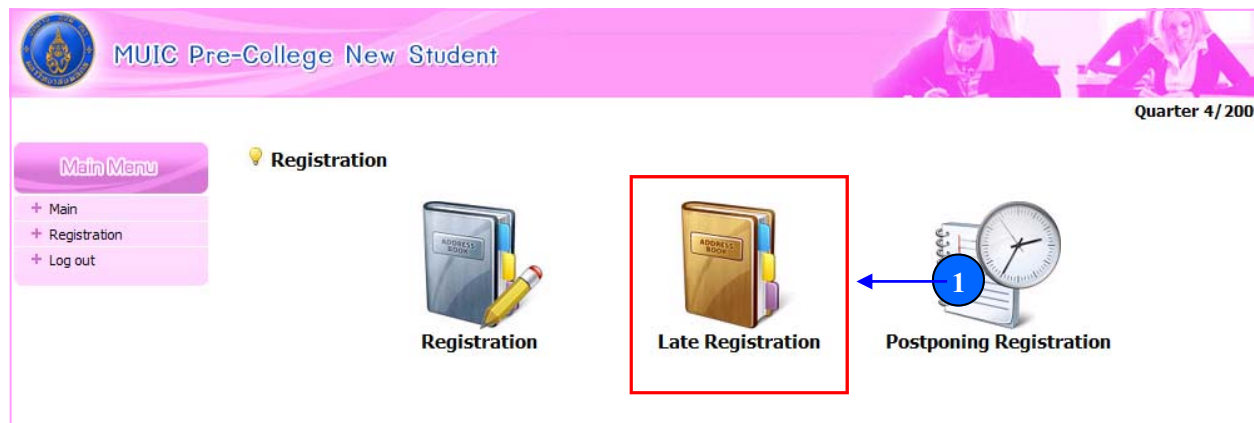
Late Registration for New Students



Late Registration

The steps for new students who register late are as follows :

1. Click at “**Late Registration**” at the first menu.



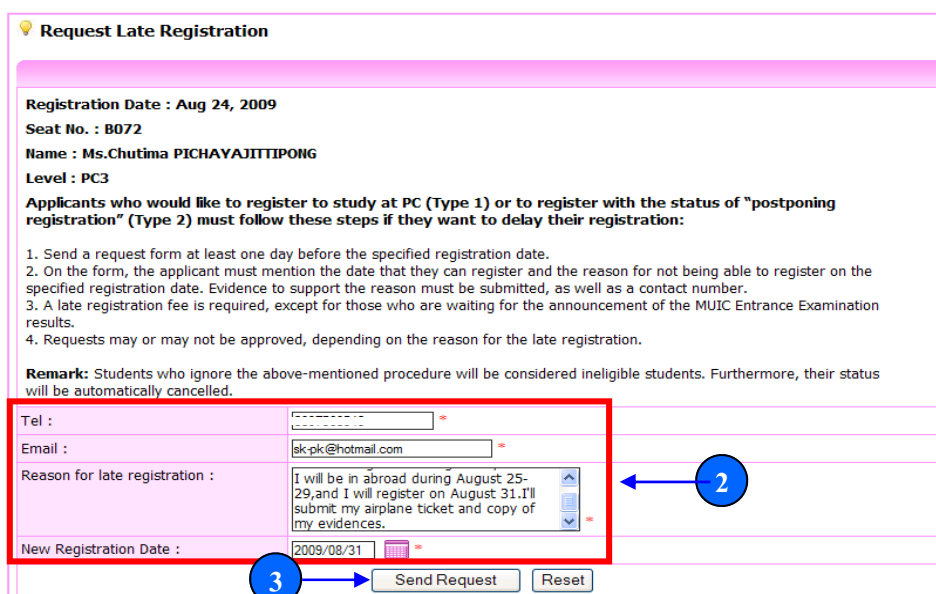
2. Then the system displays the “**Request Late Registration**” page as shown in the picture below.

In this section, you have to fill in the following information :

- **Tel** for your telephone number
- **Email** for your email address
- **Reason for late registration** for describing your reason for registering late.
- **New Registration Date** for selecting your new registration date. The date you choose must do not

later than 4 business days after the results announcement.

3. Then click at 



Request Late Registration

Registration Date : Aug 24, 2009
Seat No. : B072
Name : Ms.Chutima PICHAYAJITTIPONG
Level : PC3

Applicants who would like to register to study at PC (Type 1) or to register with the status of “postponing registration” (Type 2) must follow these steps if they want to delay their registration:

1. Send a request form at least one day before the specified registration date.
2. On the form, the applicant must mention the date that they can register and the reason for not being able to register on the specified registration date. Evidence to support the reason must be submitted, as well as a contact number.
3. A late registration fee is required, except for those who are waiting for the announcement of the MUIC Entrance Examination results.
4. Requests may or may not be approved, depending on the reason for the late registration.

Remark: Students who ignore the above-mentioned procedure will be considered ineligible students. Furthermore, their status will be automatically cancelled.

Tel :

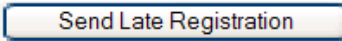
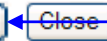
Email :

Reason for late registration :



New Registration Date :



4. The system shows the details of “Request Late Registration” which you can check before sending the information to the PC Staff. Then, click at 

Request Late Registration	
Aug 24, 2009	
To :	Program Director
From :	Seat No. : B072 Ms.Chutima PICHAYAJITTIPONG PC Student Level PC3
Tel :	0899999999
Email :	sk-pk@hotmail.com
Reason for late registration :	I cannot register on August 28,because I will be in abroad during August 25-29,and I will register on August 31.I'll submit my airplane ticket and copy of my evidences.
New Registration Date :	2009/08/31
  4	


5. When you have finished step 4, you have to print the Late Registration Request form, which is submitted to the PC Staff.



MUIC Pre-College New Student


Quarter 4/2009

Main Menu

- + Main
- + Registration
- + Update Personal Data
- + Payment status
- + Log out




Request Late Registration

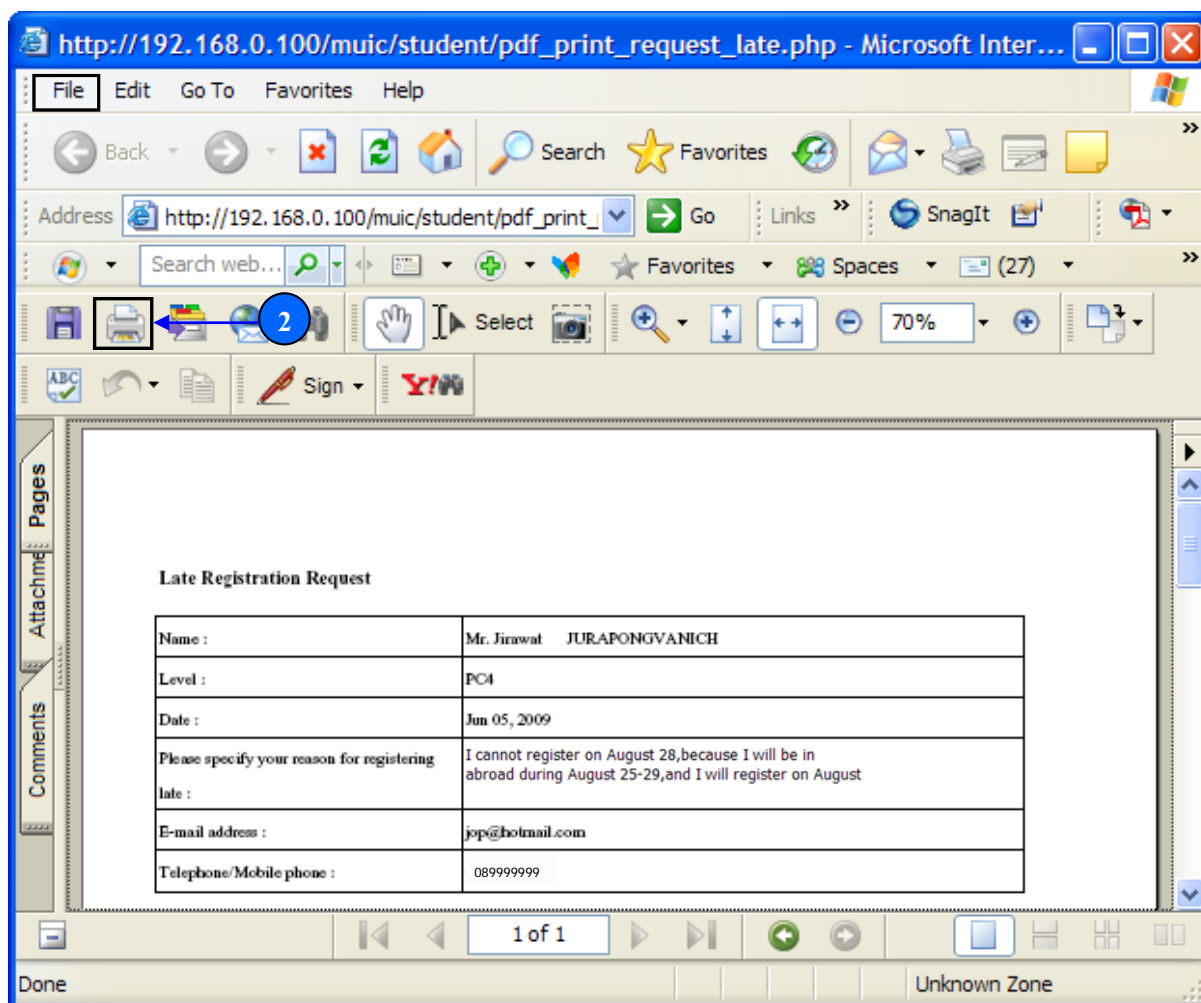
Print Late Registration				
SEAT NO.	MAJOR	NAME	PC LEVEL	Print Late Registration
B072	ICMI	Ms.Chutima PICHAYAJITTIPONG	PC3	 5

How to Print a Late Registration Request Form



The steps for printing a Late Registration Request Form to be submitted to the PC Staff are as follows:

1. Click at **Print Late Registration Request** 
2. Then the system displays a **Late Registration Request** form in a PDF file. You can print it out by clicking at "Print"  or click at Menu "File" and then click at the sub-menu "Print" (or key a shortcut at the keyboard by pressing Ctrl+P).





Example of a Late Registration Request Form which a student needs to submit to the PC Staff.

Late Registration Request

Name :	Ms. Chutima PICHAYAJITTIPONG
Level :	PC3
Date :	Aug 24, 2009
Please specify your reason for registering late :	I cannot register on August 28,because I will be in abroad during August 25-29,and I will register on August 31.I'll submit my airplane ticket and copy of my evidences.
E-mail address :	sk-pk@hotmail.com
Telephone/Mobile phone :	0899999999
New Registration Date :	August 31, 2009

Your request will be considered by the Pre-College Committee.

A request may or may not be approved, depending on the reason and supporting documents which are submitted. It is the student's responsibility to follow up this request with the PC office by calling 02-800-2335-7 or by E-mail icpc@mahidol.ac.th

1. If you are going to miss the scheduled registration date because you have to go abroad, please send a copy of the air ticket to the PC office.
2. If you missed the scheduled registration date because you were sick, only a medical note which is issued by a hospital should be submitted to the PC office.



Maintain New Student’s Placement (Postponing Registration)



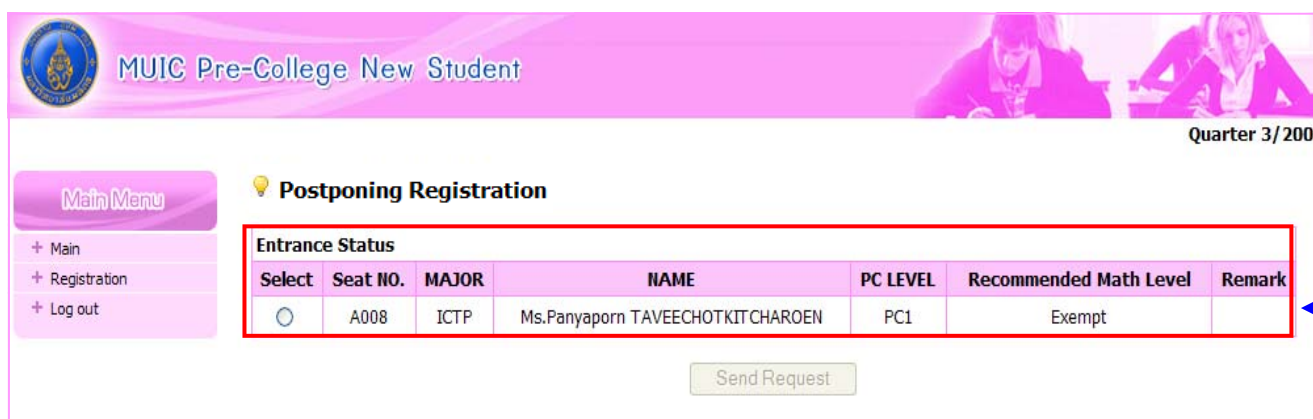
Postponing Registration

The steps for maintaining a new student’s placement are as follows :

1. Click at “**Postponing Registration**” on the first page of “Registration”.



2. Then the system displays the Postponing Registration page as shown in the picture below. This section shows the student’s name, PC Level, Seat number, Major, and Math Level (for this sample, Math scores are shown as “Exempt”. This means your math score is already PASS. You do not need to study Math).







3. Then click at under "Select". Then click at

Select	Seat NO.	MAJOR	NAME	PC LEVEL	Recommended Math Level	Remark
<input checked="" type="radio"/>	A008	ICTP	Ms.Panyaporn TAVEECHOTKITCHAROEN	PC1	Exempt	



4. Then put in your reason for postponing your registration.
 5. Select your Quarter .
 6. Enter your address, telephone number, fax number, mobile number and e-mail address.
 7. When you have finished entering your information, please click at

Request Date :	Aug 24, 2009		
Seat No.	B130		
Name :	Ms.Supawee SUPATIT		
Accepted PC Level :	PC3		
Quarter :	4/2009 (Sep 21, 2009 - Nov 27, 2009)		
Reason for postponing registration :	<input type="text" value="I've not graduated high school."/>		
I intend to begin studying in Quarter (select Quarter) :	<input checked="" type="radio"/> Quarter 1/2010 (Jan 04, 2010 - Mar 12, 2010) <input type="radio"/> Quarter 2/2010 (Mar 29, 2010 - Jun 11, 2010) <input type="radio"/> Quarter 3/2010 (Jun 28, 2010 - Sep 03, 2010) <input type="radio"/> Quarter 4/2010 (Sep 20, 2010 - Nov 26, 2010) *		
House No. / Moo No.	<input type="text" value="69"/>	Village Name	<input type="text" value="."/>
Soi / Road	<input type="text" value="."/>	Sub-District	<input type="text" value="Bangpong pang"/>
District	<input type="text" value="Yannawa"/>	Province	<input type="text" value="Bangkok"/>
Post Code	<input type="text" value="10120"/>		
Telephone	<input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/> # <input type="text" value=""/>		
Fax	<input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/>		
Mobile	<input type="text" value="085"/> - <input type="text" value="741"/> - <input type="text" value="4255"/> *		
Email	<input type="text" value="sk_po@hotmail.com"/>		
<input type="button" value="Confirm Postponing Request"/> <input type="button" value="Re"/> <input type="button" value="Close"/>			



 You can view the postponement conditions by clicking at  **View Postponement Conditions**

Request Date :	Aug 24, 2009		
Seat No.	B130		
Name :	Ms.Supawee SUPATIT		
Accepted PC Level :	PC3		
Quarter :	4/2009 (Sep 21, 2009 - Nov 27, 2009)		
Reason for postponing registration :	<input type="text" value="I've not graduated high school."/> *		
I intend to begin studying in Quarter (select Quarter) :	<input checked="" type="radio"/> Quarter 1/2010 (Jan 04, 2010 - Mar 12, 2010) <input type="radio"/> Quarter 2/2010 (Mar 29, 2010 - Jun 11, 2010) <input type="radio"/> Quarter 3/2010 (Jun 28, 2010 - Sep 03, 2010) <input type="radio"/> Quarter 4/2010 (Sep 20, 2010 - Nov 26, 2010) *		
House No. / Moo No.	<input type="text" value="69"/>	Village Name	<input type="text" value="-"/>
Soi / Road	<input type="text" value="-"/>	Sub-District	<input type="text" value="Bangpongpang"/>
District	<input type="text" value="Yannawa"/>	Province	<input type="text" value="Bangkok"/>
Post Code	<input type="text" value="10120"/>		
Telephone	<input type="text"/> - <input type="text"/> - <input type="text"/> # <input type="text"/>		
Fax	<input type="text"/> - <input type="text"/> - <input type="text"/>		
Mobile	<input type="text" value="085"/> - <input type="text" value="555"/> - <input type="text" value="5555"/> *		
Email	<input type="text" value="sk_po@hotmail.com"/>		
<input type="button" value="Confirm Postponing Request"/> <input type="button" value="Reset"/> <input type="button" value="Close"/>			

  **View Postponement Conditions**

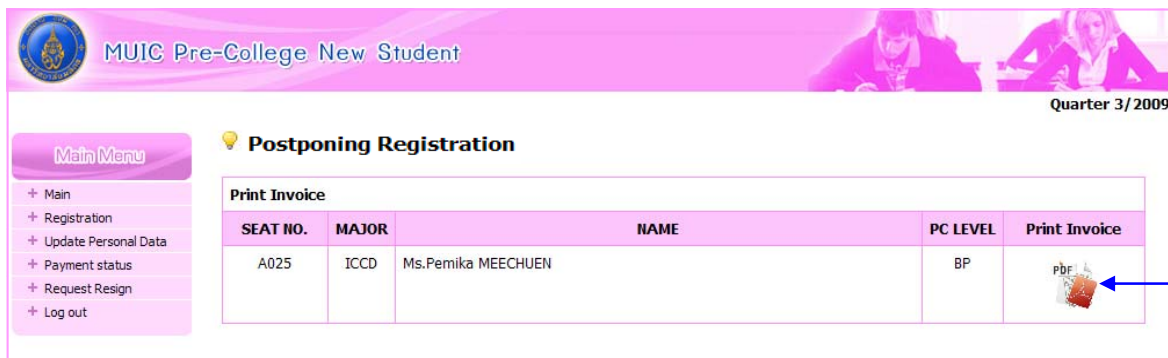


How to PRINT an INVOICE

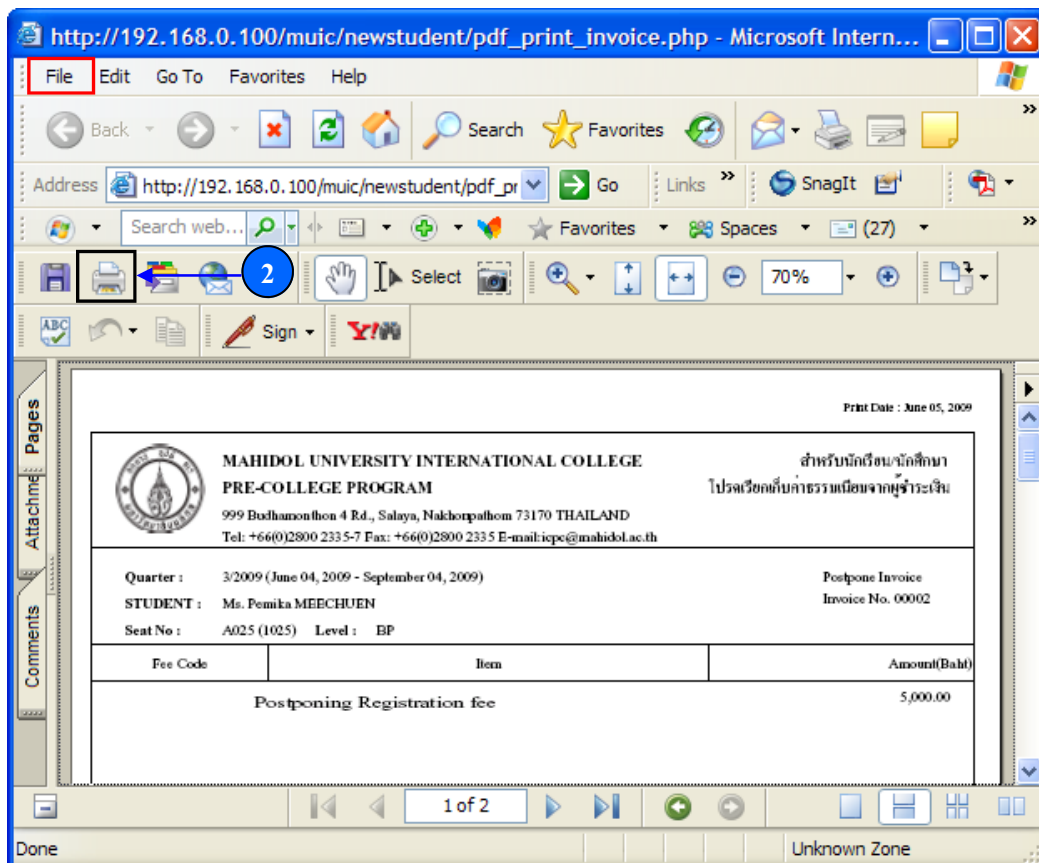


The steps for printing an invoice to be used to pay your fee at the bank are as follows:

1. Click at **Print Invoice**



2. Then the system displays an invoice in a PDF file. You can print the invoice by clicking at Print or click at “File” and then click at the sub-menu “Print” (or key as shortcut at the keyboard by pressing Ctrl+P).








Examples of Invoice forms which are used by the student to pay the deferral fee at the bank.

- For Student

Print Date : June 05, 2009

	MAHIDOL UNIVERSITY INTERNATIONAL COLLEGE PRE-COLLEGE PROGRAM 999 Budhamonthon 4 Rd., Salaya, Nakhonpathom 73170 THAILAND Tel: +66(0)2800 2335-7 Fax: +66(0)2800 2335 E-mail:icpc@mahidol.ac.th		สำหรับนักเรียน/นักศึกษา โปรดเรียกเก็บค่าธรรมเนียมจากผู้ชำระเงิน
	Quarter : 3/2009 (June 04, 2009 - September 04, 2009) STUDENT : Ms. Pemika MEECHUEN Seat No : A025 (1025) Level : BP	Postpone Invoice Invoice No. 00002	
Fee Code	Item	Amount(Baht)	
	Postponing Registration fee	5,000.00	
Total Payment Due		5,000.00	
PC Admission Day : Feb 19, 2010		*** Registration and payment period: Nov 25, 2009 - Mar 31, 2010	
Note : This receipt is valid only if the Finance Department has cleared the payment.			
หมายเหตุ : 1. ชำระเงินที่ธนาคาร ไทยพาณิชย์และจ่ายในระยะเวลาที่กำหนดเท่านั้น หากไม่จ่ายตามกำหนดถือว่าสละสิทธิ์ 2. ใบเสร็จรับเงินจะออกในสัปดาห์ที่ 2 นับจากวันเปิดเรียนวันแรก นักเรียนควรเก็บเอกสารนี้ไว้เป็นหลักฐาน 3. นักเรียนใหม่ (ที่ยังไม่มีรหัสนักเรียน) ที่ชำระ 30,000 บาทขึ้นไปต้องนำใบ Invoice ที่ประทับตราธนาคาร มาในวันขึ้นทะเบียนนักเรียน (Admission Day) ด้วย			
Remark : 1. Registration fee must be paid at Siam Commercial Bank (SCB) within payment period. 2. Receipt issued within 2 weeks of term commencement. 3. Students paying at least 30,000 Baht must bring the INVOICE for reporting to the PC Office on the PC Admission Day.			

- For Siam Commercial Bank

สำหรับธนาคาร โปรดเรียกเก็บค่าธรรมเนียมจากผู้ชำระเงิน								
	MAHIDOL UNIVERSITY INTERNATIONAL COLLEGE วิทยาลัยนานาชาติ มหาวิทยาลัยมหิดล	สาขา/Branch.....วันที่/Date.....						
	เพื่อเข้าบัญชี วิทยาลัยนานาชาติ มหาวิทยาลัยมหิดล	<table border="1"> <tr> <td>ชื่อ/Name</td> <td>Ms. Pemika MEECHUEN</td> </tr> <tr> <td>เลขที่นั่งสอบ</td> <td>1025</td> </tr> <tr> <td>รหัสการชำระเงิน</td> <td>00002</td> </tr> </table>		ชื่อ/Name	Ms. Pemika MEECHUEN	เลขที่นั่งสอบ	1025	รหัสการชำระเงิน
ชื่อ/Name	Ms. Pemika MEECHUEN							
เลขที่นั่งสอบ	1025							
รหัสการชำระเงิน	00002							
 บมจ.ธนาคารไทยพาณิชย์ COMP CODE: 0868 (สาขามหาวิทยาลัยมหิดล) (15/5)	รับชำระด้วยเงินสดเท่านั้น	<table border="1"> <tr> <td>จำนวนเงิน/Amount</td> <td>บาท/Baht</td> </tr> <tr> <td>จำนวนเงินเป็นตัวอักษร/Amount in Words</td> <td></td> </tr> </table>	จำนวนเงิน/Amount	บาท/Baht	จำนวนเงินเป็นตัวอักษร/Amount in Words			
จำนวนเงิน/Amount	บาท/Baht							
จำนวนเงินเป็นตัวอักษร/Amount in Words								
ชื่อผู้นำฝาก/Deposit by..... โทรศัพท์/Telephone.....	<table border="1"> <tr> <td>สำหรับเจ้าหน้าที่</td> </tr> <tr> <td>ผู้รับเงิน/ผู้รับมอบ</td> </tr> </table>		สำหรับเจ้าหน้าที่	ผู้รับเงิน/ผู้รับมอบ				
สำหรับเจ้าหน้าที่								
ผู้รับเงิน/ผู้รับมอบ								

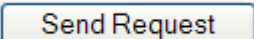





3. After you have finished editing, please click at Send Request to Staff

Update Personal Data

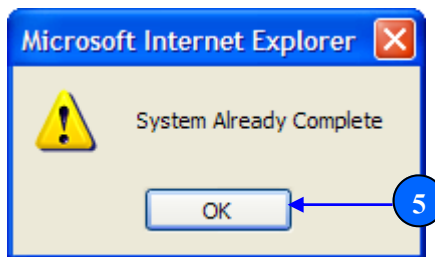
Entrance Examination :	1/2009-2010		
Degree Program :	ICTP	Seat No.	A008
Requested intake :	<input checked="" type="checkbox"/> September <input type="checkbox"/> January <input type="checkbox"/> April		
Year :	2009		
Personal Details			
Name (English) :	Ms. <input type="text" value="Panyaporn"/> *	Surname (English) :	<input type="text" value="TAVEECHOTKITCHAR"/> *
Name (Thai) :	<input type="text"/> *	Surname (Thai) :	<input type="text"/> *
Date of Birth :	<input type="text" value="1990/12/29"/>	Country of Birth :	<input type="text" value="Thailand"/>
Nationality :	<input type="text" value="Thai"/> *	Country of Citizenship :	<input type="text" value="Thailand"/>
Native Language :	<input type="text"/>		
(For Non-Thai applications)			
Agency :	<input type="text"/>	House :	<input type="text"/>
Arrive date :	<input type="text"/>	City :	<input type="text"/>
Visa Type :	<input type="text"/>	Issued at :	<input type="text"/>
Contact Address			
Permanent Address :	<input type="text" value="65/655 Chulalongkorn Rd"/> *	Road/ :	<input type="text" value="Ratchaprasong"/> *
District :	<input type="text" value="Yanmaha"/> *	Country :	<input type="text" value="Thailand"/>
Province :	<input type="text" value="Bangkok"/>	Post code :	<input type="text" value="10120"/> *
Tel :	<input type="text" value="-"/>	Fax :	<input type="text" value="-"/>
Mobile phone :	<input type="text" value="089 410 2217"/>	E-mail :	<input type="text" value="taveechotkitchar@muic.mahidol.ac.th"/>
Guardian's Information			
Guardian's name :	<input type="text" value="Sittana"/> *	Guardian's surname :	<input type="text" value="TAVEECHOTKITCHAR"/>
Occupation :	<input type="text" value="-"/>	Relationship to you :	<input type="text" value="Mother"/> *
Address :	<input type="text" value="65/655 Chulalongkorn Rd"/> *	Road/ :	<input type="text" value="Ratchaprasong"/> *
District :	<input type="text" value="Yanmaha"/> *	Country :	<input type="text" value="Thailand"/>
Province :	<input type="text" value="Bangkok"/>	Post code :	<input type="text" value="10120"/>
Tel :	<input type="text" value="-"/>	Fax :	<input type="text" value="-"/>
Mobile phone :	<input type="text" value="089 655 4211"/>	E-mail :	<input type="text"/>
Emergency Contact Information			
Emergency Contact Name :	<input type="text" value="Sittana"/> *	Emergency Contact Surname :	<input type="text" value="TAVEECHOTKITCHAR"/>
Occupation :	<input type="text"/>	Relationship to you :	<input type="text" value="Mother"/> *
Address :	<input type="text" value="65/655 Chulalongkorn Rd"/> *	Road/ :	<input type="text" value="Ratchaprasong"/> *
District :	<input type="text" value="Yanmaha"/> *	Country :	<input type="text" value="Thailand"/>
Province :	<input type="text" value="Bangkok"/>	Post code :	<input type="text" value="10120"/>
Tel :	<input type="text" value="-"/>	Fax :	<input type="text" value="-"/>
Mobile phone :	<input type="text" value="089 655 4211"/>	E-mail :	<input type="text"/>
Send Request to Staff Reset 3 Back			



4. Click  to send the information to the PC Staff.

Emergency Contact Name :	สมชาย	Emergency Contact surname :	วิเศษ
Occupation :		Relationship to you :	แม่
Address :	93/200 ซ.วิเศษ	Road/ :	วิเศษ
District :	ยานนาวา	Country :	Thailand
Province :	Bangkok	Post code :	10120
Tel :	-	Fax :	-
Mobile phone :	090-000-1234	E-mail :	
  			

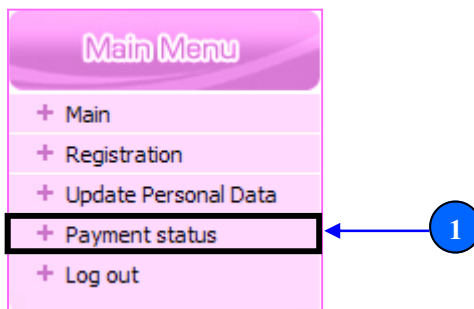
5. Click 





View Payment Status for New Students

1. Click at **+ Payment status** on the Main Menu.



2. Then the system display the Payments Status page as shown in the picture below :

- **Payment Status : No** - means you have not paid yet.

Yes - means you have already paid.

MUIC Pre-College New Student

Quarter 4/2009

Main Menu

- + Main
- + Registration
- + Update Personal Data
- + Payment status
- + Log out

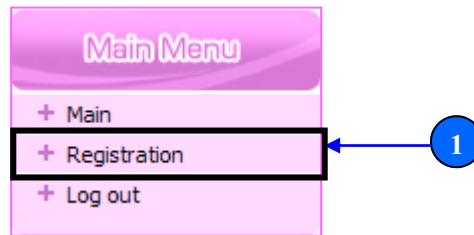
Payment Status

Seat No.	B052
Name	Ms.Christina PRAMTONG
Register Date	Aug 06, 2009
Invoice No.	40001
Payment Status	No
Paid date	-
Amount	35,000.00 Baht

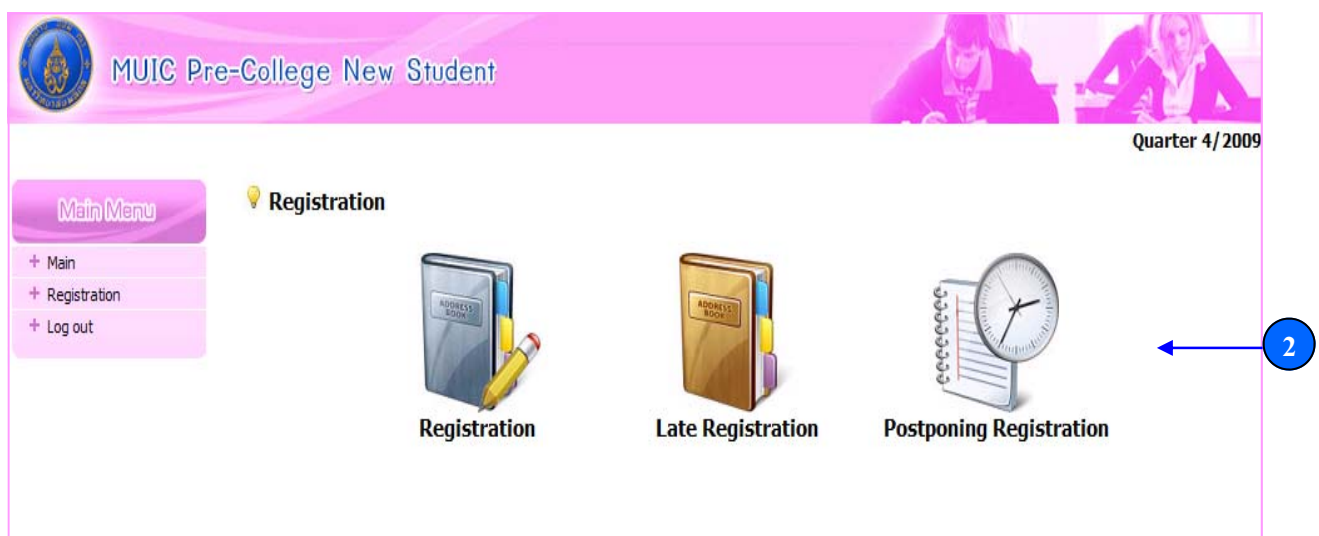


Registration for New Students Who Have Postponed Their Entry to Pre-College

1. Click at **+ Registration**



2. The system displays the registration page as shown in the picture below :



Then the system displays the first page of the Registration menu as shown in the picture below.

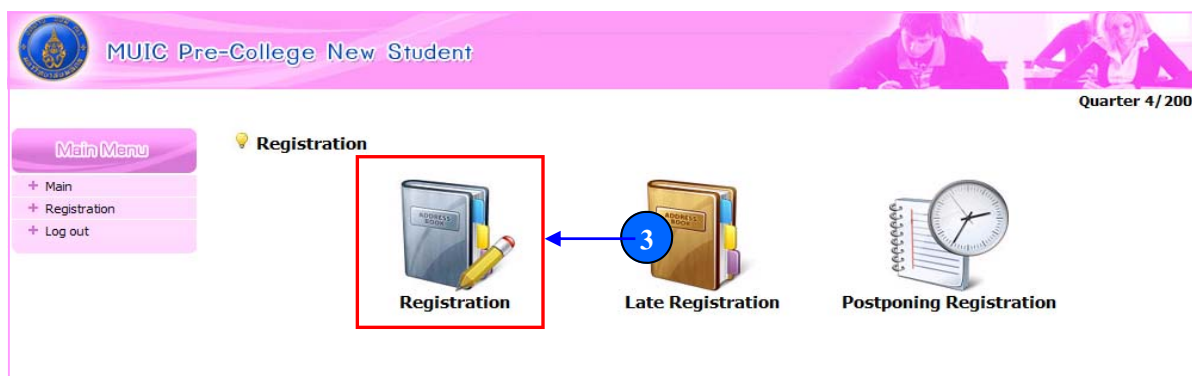
There are 3 choices of “**Registration**” for new students.

- “**Registration**” is for regular registration.
- “**Late Registration**” is for delayed or late registration.
- “**Postponing Registration**” is for maintaining a student’s placement.



Registration for Postponing Students

3. Click at “Registration” on the first page.



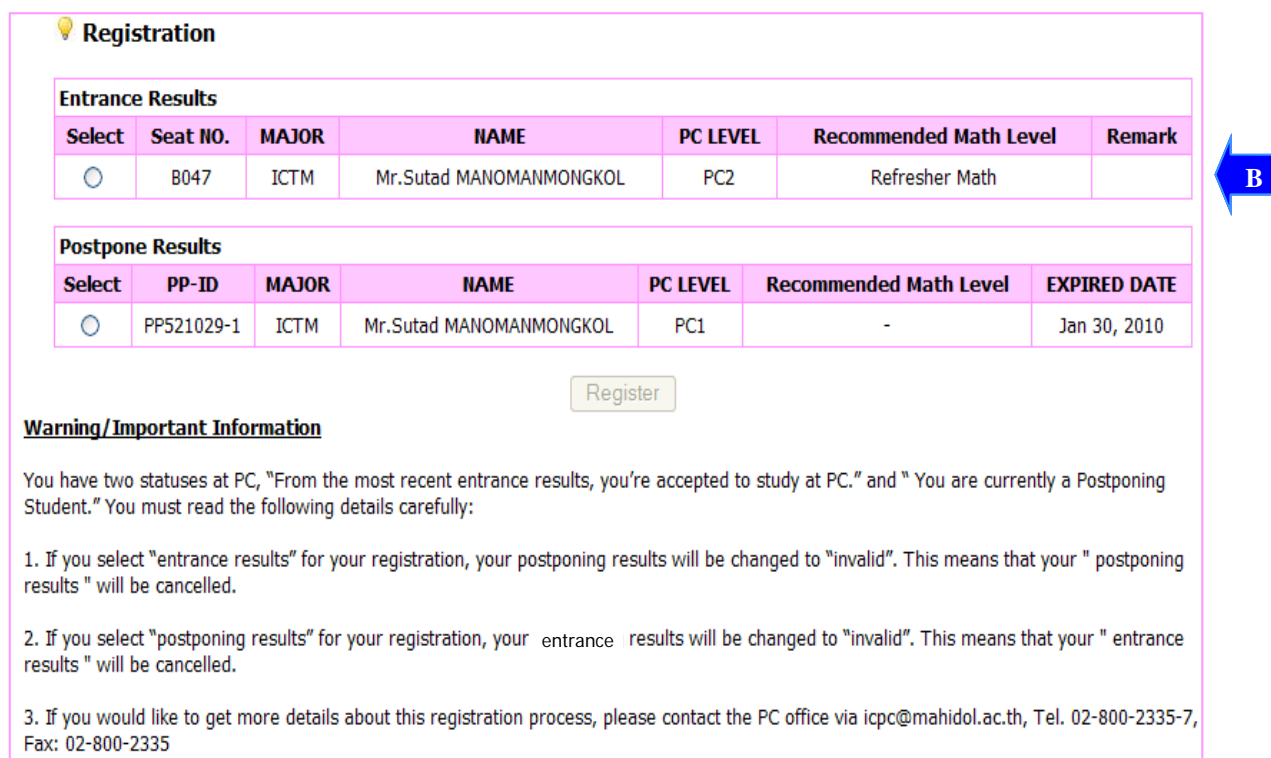
4. Then the system displays the **Registration** page as shown in the picture below.

A : This example shows the student’s postponed results.



B: This example shows the student’s postponed results and the results of a more recent Entrance Exam.

Select the results that you want to use for your registration. *Please note that the other results will be cancelled.*





5. Click Register after you have made your selection.

The system display details page cost of registration for each student. The details are as follows :

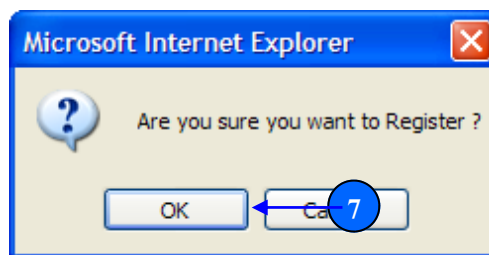
- **Tuition Fee** is the cost of the courses.
- **Materials Fee** is the cost of textbooks and other materials.
- **Postponing Fee** is the cost for maintaining the student’s placement.
- **Late Registration Fee** is a charge for registration delays or late.
- **Total Payment Due** is the total cost of registration.

PC Level :PC1		
No.	Items	Amount (Baht)
1	Tuition Fee	33,000.00
2	Materials Fee	2,000.00
3	Deferral Fee	-5,000.00
4	Late Registration Fee	0.00
Total Payment of Due		30,000.00

**** Note:** The Deferral Fee is minus 5,000 because this student paid a postponement fee, which is refunded to him when he registers.

6. Then click at to confirm the registration.

7. Click at



8. When you have finished registering, you have to print an Invoice to make your payment at the bank.

MUIC Pre-College New Student

Quarter 3/2009

Main Menu

- + Main
- + Registration
- + Update Personal Data
- + Payment status
- + Postpone After Register
- + Request Resign
- + Log out

Registration

Print Invoice

SEAT NO.	MAJOR	NAME	PC LEVEL	Print Invoice
A001	ICAP	Ms.Varisara SAENGWICHTR.	PC1	

8




How to PRINT an INVOICE




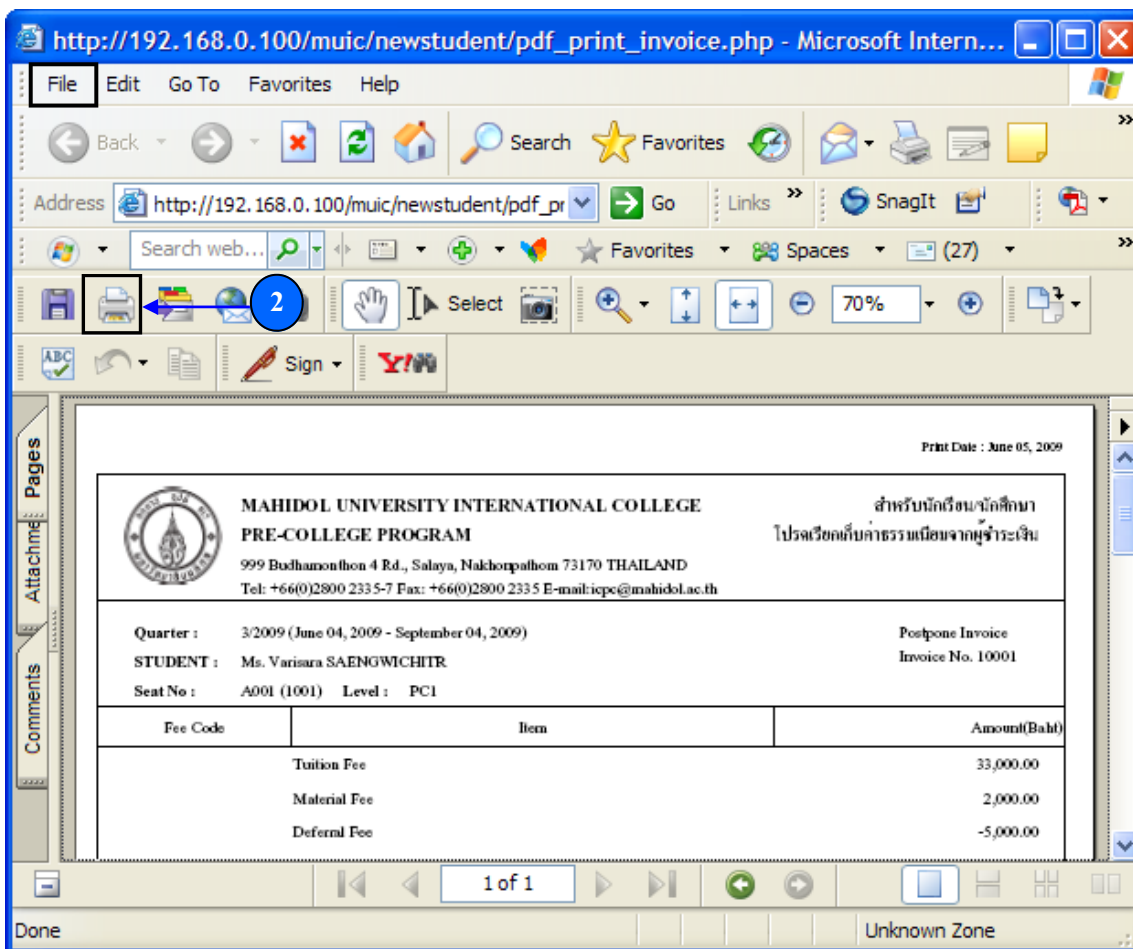
The steps for printing an invoice to be used to pay your fee at the bank are as follows:

1. Click at **Print Invoice** 

Registration

Print Invoice				
SEAT NO.	MAJOR	NAME	PC LEVEL	Print Invoice
A001	ICAP	Ms.Varisara SAENGWICHITR	PC1	 1

2. Then the system displays an invoice in a PDF file. You can print the invoice by clicking at Print  or click at “File” and then click at the sub-menu “Print” (or key a shortcut at the keyboard by pressing Ctrl+P).







Examples of Invoice forms which are for used by the student to pay the registration fee at the bank.

- For student

Print Date : June 05, 2009

	MAHIDOL UNIVERSITY INTERNATIONAL COLLEGE PRE-COLLEGE PROGRAM 999 Budhamonthon 4 Rd., Salaya, Nakhonpathom 73170 THAILAND Tel: +66(0)2800 2335-7 Fax: +66(0)2800 2335 E-mail:icpc@mahidol.ac.th		สำหรับนักเรียน/นักศึกษา โปรดเรียกเก็บค่าธรรมเนียมจากผู้ชำระเงิน														
	Quarter : 3/2009 (June 04, 2009 - September 04, 2009) STUDENT : Ms. Varisara SAENGWICHITR Seat No : A001 (1001) Level : PC1	Postpone Invoice Invoice No. 10001															
<table border="1"> <thead> <tr> <th>Fee Code</th> <th>Item</th> <th>Amount(Baht)</th> </tr> </thead> <tbody> <tr> <td></td> <td>Tuition Fee</td> <td>33,000.00</td> </tr> <tr> <td></td> <td>Material Fee</td> <td>2,000.00</td> </tr> <tr> <td></td> <td>Deferral Fee</td> <td>-5,000.00</td> </tr> <tr> <td colspan="2">Total Payment Due</td> <td>30,000.00</td> </tr> </tbody> </table>	Fee Code	Item	Amount(Baht)		Tuition Fee	33,000.00		Material Fee	2,000.00		Deferral Fee	-5,000.00	Total Payment Due		30,000.00		
Fee Code	Item	Amount(Baht)															
	Tuition Fee	33,000.00															
	Material Fee	2,000.00															
	Deferral Fee	-5,000.00															
Total Payment Due		30,000.00															
PC Admission Day : Feb 19, 2010		*** Registration and payment period: Nov 25, 2009 - Mar 31, 2010															
Note : This receipt is valid only if the Finance Department has cleared the payment.																	
หมายเหตุ : 1. ชำระเงินที่ธนาคารไทยพาณิชย์และจ่ายในระยะเวลาที่กำหนดเท่านั้น หากไม่จ่ายตามกำหนดถือว่าสละสิทธิ์ 2. ใบเสร็จรับเงินจะออกในสัปดาห์ที่ 2 นับจากวันเปิดเรียนวันแรก นักเรียนควรเก็บเอกสารนี้ไว้เป็นหลักฐาน 3. นักเรียนใหม่ (ที่ยังไม่มีรหัสนักเรียน) ที่ชำระ 30,000 บาทขึ้นไปต้องนำใบ Invoice ที่ประทับตราธนาคาร มาในวันขึ้นทะเบียนนักเรียน (Admission Day) ด้วย																	
Remark : 1. Registration fee must be paid at Siam Commercial Bank (SCB) within payment period. 2. Receipt issued within 2 weeks of term commencement. 3. Students paying at least 30,000 Baht must bring the INVOICE for reporting to the PC Office on the PC Admission Day.																	

- For Siam Commercial Bank

		สำหรับธนาคาร โปรดเรียกเก็บค่าธรรมเนียมจากผู้ชำระเงิน						
	MAHIDOL UNIVERSITY INTERNATIONAL COLLEGE วิทยาลัยนานาชาติ มหาวิทยาลัยมหิดล		สาขา/Branch.....วันที่/Date.....					
	เพื่อเข้าบัญชี วิทยาลัยนานาชาติ มหาวิทยาลัยมหิดล		<table border="1"> <tr> <td>ชื่อ/Name</td> <td>Ms. Varisara SAENGWICHITR</td> </tr> <tr> <td>เลขที่บัญชี</td> <td>1001</td> </tr> <tr> <td>รหัสการชำระเงิน</td> <td>10001</td> </tr> </table>	ชื่อ/Name	Ms. Varisara SAENGWICHITR	เลขที่บัญชี	1001	รหัสการชำระเงิน
ชื่อ/Name	Ms. Varisara SAENGWICHITR							
เลขที่บัญชี	1001							
รหัสการชำระเงิน	10001							
บมจ.ธนาคารไทยพาณิชย์ COMP CODE: 0868 (สาขามหาวิทยาลัยมหิดล) (15/5)								
รับชำระด้วยเงินสดเท่านั้น		จำนวนเงิน/Amount	บาท/Baht					
จำนวนเงินเป็นตัวอักษร/Amount in Words								
ชื่อผู้ฝาก/Deposit by..... โทรศัพท์/Telephone.....		สำหรับเจ้าหน้าที่ ผู้รับเงิน/ผู้รับมอบ						

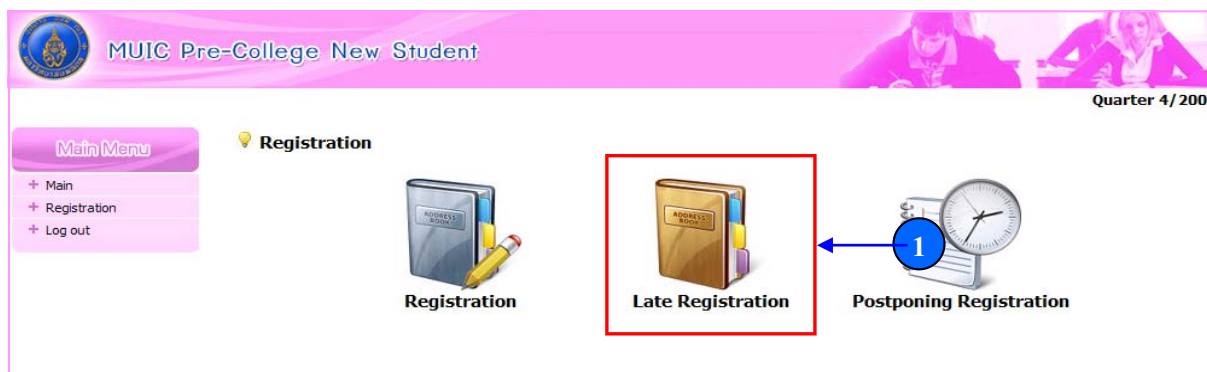
Late Registration for Postponing Students



Late Registration

The steps for new students who have postponed their registration are as follows :

1. Click at **Late Registration** on the first page.



2. The system displays the “**Request Late Registration**” page as shown in the picture below:

In this section, you have to fill in the following information :

- **Tel** for your telephone number
- **Email** for your email address
- **Reason for late registration** for describing your reason for registering late.
- **New Registration Date** for selecting your new registration date. The date you choose must do not later than 4 business days after the results announcement.

3. Then click at 

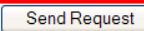

Registration Date : Aug 24, 2009
Seat No. : B047
Name : Mr.Sutad MANOMANMONGKOL
Level : PC2

Applicants who would like to register to study at PC (Type 1) or to register with the status of "postponing registration" (Type 2) must follow these steps if they want to delay their registration:

1. Send a request form at least one day before the specified registration date.
2. On the form, the applicant must mention the date that they can register and the reason for not being able to register on the specified registration date. Evidence to support the reason must be submitted, as well as a contact number.
3. A late registration fee is required, except for those who are waiting for the announcement of the MUIC Entrance Examination results.
4. Requests may or may not be approved, depending on the reason for the late registration.

Remark: Students who ignore the above-mentioned procedure will be considered ineligible students. Furthermore, their status will be automatically cancelled.

Tel :	<input type="text" value="000-000000"/>
Email :	<input type="text" value="drss@yahoo.com"/>
Reason for late registration :	<input type="text" value="I cannot register on August 28,because I will be in abroad during August 25-29,and I will register on August 31.I'll submit my airplane ticket and copy of"/>
New Registration Date :	<input type="text" value="2009/08/31"/>

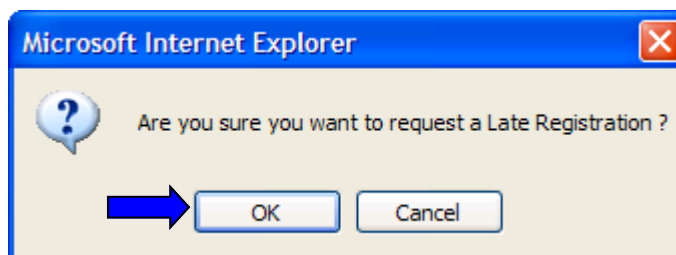
 



4. The system shows the details of “Request Late Registration” which you can check before sending the information to PC Staff. Then, click **Send Late Registration**

Request Late Registration	
Aug 24, 2009	
To :	Program Director
From :	Seat No. : B047 Mr.Sutad MANOMANMONGKOL PC Student Level PC2
Tel :	089-5555555
Email :	drss@yahoo.com
Reason for late registration :	I cannot register on August 28,because I will be in abroad during August 25-29,and I will register on August 31.I'll submit my airplane ticket and copy of my evidences.
New Registration Date :	2009/08/31
<input type="button" value="Send Late Registration"/> <input type="button" value="Close"/>	

- Click



5. When you have finished your request, you have to print a Late Registration Request to handed to the PC Staff.

MUIC Pre-College New Student

Quarter 3/2009

Main Menu

- + Main
- + Registration
- + Update Personal Data
- + Payment status
- + Postpone After Register
- + Request Resign
- + Log out



Registration

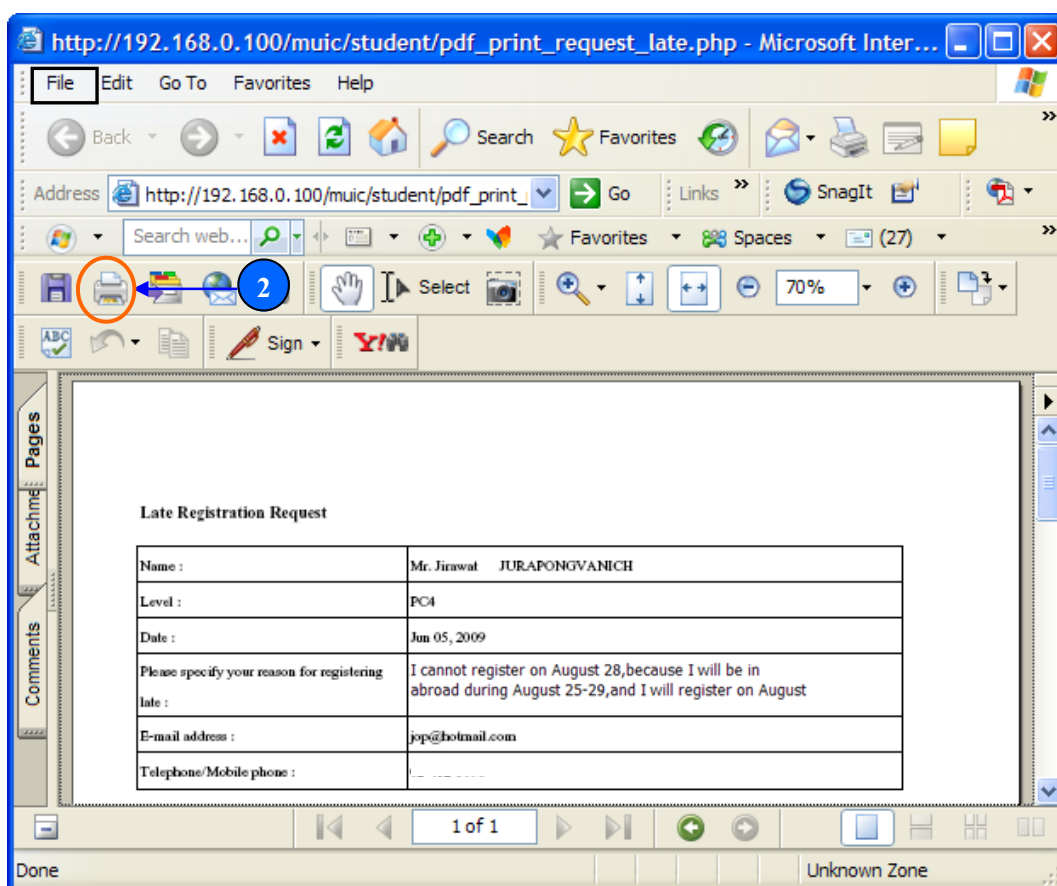
Print Invoice				
SEAT NO.	MAJOR	NAME	PC LEVEL	Print Late Registration
A001	ICAP	Ms.Varisara SAENGWICHITR	PC1	

How to Print a Late Registration Request Form



The steps for printing a Late Registration Request form to be submitted to the PC Staff are as follows:

1. Click at **Print Late Registration Request** 
2. Then the system displays a **Late Registration Request** form in a PDF file. You can print it out by clicking at Print  or click at Menu "File" and then click at the sub-menu "Print" (or key a shortcut at the keyboard by pressing Ctrl+P).



**Example of a Late Registration Request form which a student needs to submit to the PC Staff****Late Registration Request**

Name :	Ms. Chutima PICHAYAJITTIPONG
Level :	PC3
Date :	Aug 24, 2009
Please specify your reason for registering late :	I cannot register on August 28, because I will be in abroad during August 25-29, and I will register on August 31. I will submit my airplane ticket and copy of my evidences.
E-mail address :	sk-pk@hotmail.com
Telephone/Mobile phone :	083-3333333
New Registration Date :	August 31, 2009

Your request will be considered by the Pre-College Committee.

A request may or may not be approved, depending on the reason and supporting documents which are submitted. It is the student's responsibility to follow up this request with the PC office by calling 02-800-2335-7 or by E-mail icpc@mahidol.ac.th

1. If you are going to miss the scheduled registration date because you have to go abroad, please send a copy of the air ticket to the PC office.
2. If you missed the scheduled registration date because you were sick, only a medical note which is issued by a hospital should be submitted to the PC office.



Postpone for Postponing Students



Postponing Registration

Any postponing students who retake the MUIC entrance exam and get a higher entry level on that exam must update their status online on the Postponing Registration page.

- 1. Click at "Postponing Registration" on the first page.



- 2. Then the system displays the Postponing Registration page as shown in the picture below. This section shows the Student's Name, PC Level, Seat Number, Major and Math Level .

Postponing Registration

Entrance Results						
Select	Seat NO.	MAJOR	NAME	PC LEVEL	Recommended Math Level	Remark
<input type="radio"/>	B047	ICTM	Mr.Sutad MANOMANMONGKOL	PC2	Refresher Math	

Postpone Results						
Select	PP-ID	MAJOR	NAME	PC LEVEL	Recommended Math Level	EXPIRED DATE
<input type="radio"/>	PP521029-1	ICTM	Mr.Sutad MANOMANMONGKOL	PC1	-	Jan 30, 2010



3. Then click at under "Select" . Then click at

Postponing Registration

Entrance Results						
Select	Seat NO.	MAJOR	NAME	PC LEVEL	Recommended Math Level	Remark
<input checked="" type="radio"/>	B047	ICTM	Mr.Sutad MANOMANMONGKOL	PC2	Refresher Math	

Postpone Results						
Select	PP-ID	MAJOR	NAME	PC LEVEL	Recommended Math Level	EXPIRED DATE
<input type="radio"/>	PP521029-1	ICTM	Mr.Sutad MANOMANMONGKOL	PC1	-	Jan 30, 2010



3

Remark : If you select the most recent exam result, your postponement fee from the previous status will be transferred to the most recent registration and the other one will be cancelled. Please note that you are required to enter new information on the postponement form.


4. Then put in your reason for postponing your registration.
5. Select your Quarter .
6. Enter your address, telephone number, fax number, mobile number and e-mail address.
7. When you have finished entering your information, please click at

Request Date :	Aug 24, 2009		
Seat No.	B130		
Name :	Ms.Supawee SUPATIT		
Accepted PC Level :	PC3		
Quarter :	4/2009 (Sep 21, 2009 - Nov 27, 2009)		
Reason for postponing registration :	<input type="text" value="I've not graduated high school."/> 4		
I intend to begin studying in Quarter (select Quarter) :	<input checked="" type="radio"/> Quarter 1/2010 (Jan 04, 2010 - Mar 12, 2010) <input type="radio"/> Quarter 2/2010 (Mar 29, 2010 - Jun 11, 2010) 5 <input type="radio"/> Quarter 3/2010 (Jun 28, 2010 - Sep 03, 2010) <input type="radio"/> Quarter 4/2010 (Sep 20, 2010 - Nov 26, 2010) *		
House No. / Moo No.	<input type="text" value="69"/>	Village Name	<input type="text" value="-"/>
Soi / Road	<input type="text" value="-"/>	Sub-District	<input type="text" value="Bangpongpang"/>
District	<input type="text" value="Yannawa"/>	Province	<input type="text" value="Bangkok"/>
Post Code	<input type="text" value="10120"/>		
Telephone	<input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/> # <input type="text" value=""/>		
Fax	<input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/>		
Mobile	<input type="text" value="085"/> - <input type="text" value="741"/> - <input type="text" value="4255"/> * 6		
Email	<input type="text" value="sk_po@hotmail.com"/>		
<input type="button" value="Confirm Postponing Request"/>		<input type="button" value="Reset"/> <input type="button" value="Close"/> 7	



 You can view the postponement conditions by clicking at  **View Postponement Conditions**

Request Date :	Aug 24, 2009		
Seat No.	B130		
Name :	Ms.Supawee SUPATIT		
Accepted PC Level :	PC3		
Quarter :	4/2009 (Sep 21, 2009 - Nov 27, 2009)		
Reason for postponing registration :	<input type="text" value="I've not graduated high school."/> *		
I intend to begin studying in Quarter (select Quarter) :	<input checked="" type="radio"/> Quarter 1/2010 (Jan 04, 2010 - Mar 12, 2010) <input type="radio"/> Quarter 2/2010 (Mar 29, 2010 - Jun 11, 2010) <input type="radio"/> Quarter 3/2010 (Jun 28, 2010 - Sep 03, 2010) <input type="radio"/> Quarter 4/2010 (Sep 20, 2010 - Nov 26, 2010) *		
House No. / Moo No.	<input type="text" value="69"/>	Village Name	<input type="text" value="-"/>
Soi / Road	<input type="text" value="-"/>	Sub-District	<input type="text" value="Bangpongpang"/>
District	<input type="text" value="Yannawa"/>	Province	<input type="text" value="Bangkok"/>
Post Code	<input type="text" value="10120"/>		
Telephone	<input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/> # <input type="text" value=""/>		
Fax	<input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/>		
Mobile	<input type="text" value="085"/> - <input type="text" value="741"/> - <input type="text" value="4255"/> *		
Email	<input type="text" value="sk_po@hotmail.com"/>		
<input type="button" value="Confirm Postponing Request"/> <input type="button" value="Reset"/> <input type="button" value="Close"/>			

  **View Postponement Conditions**



Update New Student Information (Update Personal Data) For Postpone Students

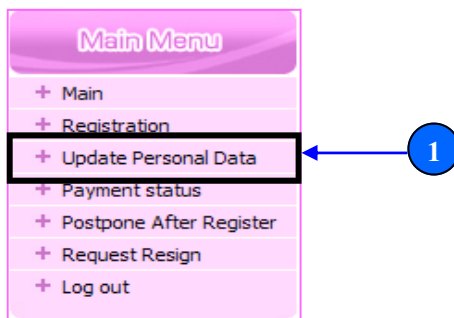
After you have finished the registration process, there are 2 more menus for students :

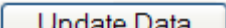
- **Update Personal Data** menu is for editing a student's personal information.
- **Payment Status** menu is for checking the status of a student's payment.




The steps for updating personal information for new students are as follows:

1. Click **+ Update Personal Data** at from Main Menu



2. Then the system displays the Update Personal Data page as shown in the picture below. You can view all of your current data. In case you need to edit the data, please click at 

Update Personal Data

			
Entrance Examination :	1/2009-2010		
Degree Program :	ICAP	Seat No.	A001
Requested intake :	<input checked="" type="checkbox"/> September <input type="checkbox"/> January <input type="checkbox"/> April		
Year :	2009		
Personal Details			
Name (English) :	Ms. Varisara	Surname (English) :	SAENGWICHITR
Name (Thai) :		Surname (Thai) :	
Date of Birth :	Jan 02, 1991	Country of Birth :	Thailand
ID Card/Passport No. :		Expiration date :	Jan 01, 2013
Nationality :	Thai	Country of Citizenship :	Thailand
Native Language :			
(For Non-Thai applications)			
Agency :		House :	
Arrive date :		City :	
Visa Type :		Issued at :	
Contact Address			
Permanent Address :		Road/ :	
District :		Country :	Thailand
Province :	Bangkok	Post code :	
Tel :		Fax :	
Mobile phone :		E-mail :	
Like Permanent Address : Yes			
Mailing Address :		Road/ :	
District :		Country :	Thailand
Province :	Bangkok	Post code :	
Tel :		Fax :	
Mobile phone :		E-mail :	



3. After you have finished editing, please click at Send Request to Staff

Update Personal Data

Entrance Examination :	1/2009-2010		
Degree Program :	ICAP	Seat No.	A001
Requested intake :	<input checked="" type="checkbox"/> September <input type="checkbox"/> January <input type="checkbox"/> April		
Year :	2009		
Personal Details			
Name (English) :	Ms. <input type="text" value="Varisara"/> *	Surname (English) :	<input type="text" value="SAENGWICHITR"/> *
Name (Thai) :	<input type="text"/> *	Surname (Thai) :	<input type="text"/> *
Date of Birth :	<input type="text" value="1991/01/02"/>	Country of Birth :	<input type="text" value="Thailand"/>
Nationality :	<input type="text" value="Thai"/> *	Country of Citizenship :	<input type="text" value="Thailand"/>
Native Language :	<input type="text"/>		
(For Non-Thai applications)			
Agency :	<input type="text"/>	House :	<input type="text"/>
Arrive date :	<input type="text"/>	City :	<input type="text"/>
Visa Type :	<input type="text"/>	Issued at :	<input type="text"/>
Contact Address			
Permanent Address :	<input type="text" value="202, 222, 200, 201, 201, 201"/> *	Road/ :	<input type="text" value="Fahnam Bangkok road"/> *
District :	<input type="text" value="Bangkok"/> *	Country :	<input type="text" value="Thailand"/> *
Province :	<input type="text" value="Bangkok"/> *	Post code :	<input type="text" value="10200"/> *
Tel :	<input type="text"/>	Fax :	<input type="text"/>
Mobile phone :	<input type="text"/>	E-mail :	<input type="text" value="a.wichitr@gmail.com"/>
Like Permanent Address :	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Mailing Address :	<input type="text"/>	Road/ :	<input type="text"/>
District :	<input type="text"/>	Country :	<input type="text" value="Thailand"/>
Province :	<input type="text" value="Bangkok"/>	Post code :	<input type="text"/>
Tel :	<input type="text"/>	Fax :	<input type="text"/>
Mobile phone :	<input type="text"/>	E-mail :	<input type="text" value="a.wichitr@gmail.com"/>
Father's name :	<input type="text" value="Varisara"/>	Father's surname :	<input type="text" value="SAENGWICHITR"/>
Occupation :	<input type="text"/>	Address :	<input type="text" value="202, 222, 200, 201, 201, 201"/>
Road/ :	<input type="text" value="Fahnam Bangkok road"/>	District :	<input type="text" value="Bangkok"/>
Country :	<input type="text" value="Thailand"/>	Province :	<input type="text" value="Bangkok"/>
Post code :	<input type="text"/>	Tel :	<input type="text"/>
Fax :	<input type="text"/>	Mobile phone :	<input type="text"/>
E-mail :	<input type="text"/>		

Send Request to Staff
Reset
Back

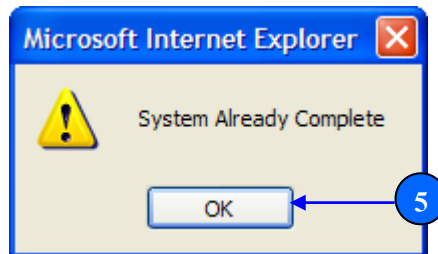


4. Click at **Send Request** to send the information to the PC Staff.

Emergency Contact Name :	[Redacted]	Emergency Contact surname :	[Redacted]
Occupation :	[Redacted]	Relationship to you :	[Redacted]
Address :	[Redacted]	Road/ :	[Redacted]
District :	[Redacted]	Country :	Thailand
Province :	[Redacted]	Post code :	[Redacted]
Tel :	[Redacted]	Fax :	[Redacted]
Mobile phone :	[Redacted]	E-mail :	[Redacted]

Send Request ← 4

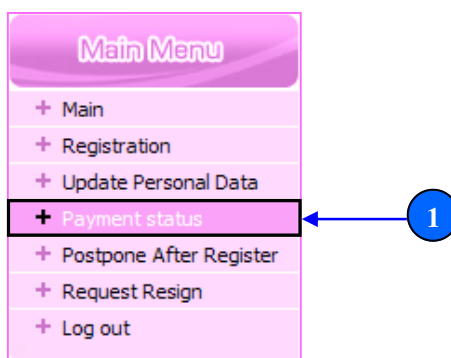
5. Click at **OK**





View Payment Status for Postpone Students

1. Click at **+ Payment status** on the Main Menu.



2. Then the system displays the Payments Status page as shown in the picture below :

- **Payment Status : No** - means you have not paid yet.

Yes - means you have already paid.

The screenshot shows the 'Payment Status' page for a student. The page header includes the MUIC logo and 'MUIC Pre-College New Student' with a date of 'Quarter 3/2009'. A 'Main Menu' sidebar is on the left. The main content area is titled 'Payment Status' and contains a table with the following data:

Seat No.	A001
Name	Ms.Varisara SAENGWICHITR
Register Date	May 20, 2009
Invoice No.	10001
Payment Status	Yes
Paid date	Jun 05, 2009
Amount	30,000.00 Baht

A red box highlights the 'Payment Status' row, and a blue arrow from a circle containing the number 2 points to the 'Yes' value.



Log Out

The steps for logging out are as follows:

1. Click **+ Log out**
2. Then the system displays Log In page as the picture below.
3. If you would like to log in again, please enter your ID Number and click at **Login** .

MUIC Pre-College New Student

Please Select Thai Non-Thai

Login Reset

You are logged in as: **not logged in yet!**

MUIC Pre-College New Student

Please Select Thai Non-Thai

Thai ID Card No. - - - -

3 Login Reset

You are logged in as: **not logged in yet!**

Quarter 1/2010 (January 4 - March 12, 2010). All classes on January 4 will begin at 10:30am.

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