

ANNOUNCEMENT

Undergraduate Graduates of Class XLV

**Subject: September 15, 2017 is the Deadline
to Complete for all Graduation Requirements of Bachelor's Degree Graduates**

All Bachelor's degree graduates, please be informed that:

- The online registration for Commencement Exercises for the graduating class XLV which will take place during **October 16 – November 4, 2017** and the **Commencement Exercises** will be held on **Saturday January 13, 2018 at Queen Sirikit National Convention Center.**
- Please make sure that...
 - All the following graduation requirements have been completed by **September 15, 2017:**
 - All **8 Professional Ethics Seminar** courses. If in doubt, please contact the Office of Student Affairs at St. Martin Center for Professional Ethics & Service Learning, 14th floor, CL building, Suvarnabhumi Campus, Tel 0-2723-2140 or 0-2723-2149 or www.sainet.au.edu
 - **Training/Internship:** This is required for Hospitality and Tourism Management major only-If not completed or grade is not yet released, please contact the department concerned.
 - **Scholarship:** Please contact the Office of the University Registrar, SM116, Suvarnabhumi Campus, Tel 0-2723-2673.
 - **Loan Clearance:** Please contact Financial Assistance Division, 14th floor, CL Building, Suvarnabhumi Campus, Tel 0-2723-2277.
 - **Library Clearance:** All borrowed books have to be returned, all fines have to be settled to obtain library clearance evidence.
 - **Major / Minor / Concentration Courses:** If not yet declared, please submit petition at the Office of the University Registrar at either campuses.
 - **Name / Surname Change:** If you have changed your name during your studies, please make sure that the necessary documents have been submitted to the Office of the University Registrar at either campuses. *Please note that name / surname changing after graduation status confirmed is not allowed at any cases.*
 - All transcript of record details are correct. *Transcript of record can be obtained with Graduation Status confirmed and dated after all the program requirements have been completed.*

With your kind cooperation, the Office of the University Registrar would have adequate time to prepare the list of graduating students and then, request the University Council for the endorsement of Diplomas by early September 2017. Thereafter we will be able to proceed with printing the Graduation Diplomas for respective Degree-holders as well.

Again, please be informed that the graduation requirements of the graduating students which are completed after September 15, 2017 will not be endorsed for Graduation Diplomas.

Office of the University Registrar

April 3, 2017