



Chiang Mai University Announcement
Subject: Guidelines for Admission and/or Change of Student Type
for Graduate Studies

To ensure that admission and/or change of student type for graduate students are carried out smoothly and efficiently, in alignment with the Chiang Mai University regulations on graduate studies.

By virtue of Article 35 and Article 38 (1) in Chiang Mai University Act B.E. 2551 (2008), with the resolutions from the Chiang Mai University Council's Meeting No. 10/2551 (2008) held on September 27, 2008, and the resolutions from the Academic Administration and Development Committee No.11/2568 (2025) held on June 13, 2025, the following announcement is hereby issued:

Clause 1 This announcement shall be cited as the “Chiang Mai University Announcement, Subject: Guidelines for Admission and/or Change of Student Type for Graduate Studies”.

Clause 2 This announcement shall be effective from the day following the date of announcement onwards.

Clause 3 This announcement hereby repeals the “Chiang Mai University Graduate School Announcement No. 013/2566 (2023) Subject: Guidelines for Student Admission and/or Change of Student Status for Graduate Students” dated February 13, 2023.

Clause 4 In this announcement:

“University” refers to Chiang Mai University.

“Academic Unit” refers to a faculty, college, institute, or any other academic division responsible for offering graduate programs under Chiang Mai University.

“Student” refers to a graduate student at Chiang Mai University.

Clause 5 Types of Students

- (1) Full-time Student: Refers to a student who meets all the required qualifications and conditions for admission and is officially accepted by the University into a full-time academic program.
- (2) Attached Student: Refers to a student who is permitted by the University to enroll for courses or university services, or to conduct research but is not eligible to receive a degree, graduate diploma, or higher graduate diploma from the University. The duration of study shall be as specified in the announcement of the admitted candidates for graduate admission.
- (3) Provisional Student (PS): Refers to a student who does not fully meet the qualifications or conditions for admission, or who applies for admission outside the regular academic schedule. The academic program may allow such an individual to enroll under certain additional conditions, but the student is not eligible to receive a degree, graduate diploma, or higher graduate diploma from the University. Once they meet the specified qualifications or conditions, they may change their type to a full-time student. Provisional students are categorized as follows:

- (a) PS1: Refers to a student who has been admitted but has not yet submitted official documentation confirming the educational qualification required for admission, or who is studying in the final semester and awaiting formal approval of graduation.
- (b) PS2: Refers to a student who has been admitted but has not yet submitted official documentation confirming fulfillment of the foreign language requirement, as a qualification for admission to a doctoral program or a master's program.
- (c) PS3: Refers to a student who has been admitted but has not yet submitted a valid official identification, or whose identification document has expired.
- (d) PS4: Refers to a student who has been admitted but lacks certain prerequisite knowledge required by the curriculum.

Clause 6 Admission

- (1) The academic program or academic unit shall carry out the process through the admission system of the Registration Office, with the following details:
 - (a) The number of student admission shall be specified in accordance with the approved curriculum. If, in a given academic year, the academic program intends to admit more students than the number specified in the curriculum, the academic program must provide justifications, demonstrate readiness, and indicate the number of additional students requested. Such information shall be submitted to the Registration Office for consideration by the Academic Administration and Development Committee, either for acknowledgement or approval, prior to the announcement of the list of admitted candidates for graduate admission.
 - (b) Fields of study, majors, or other related details must be specified in accordance with the approved curriculum.
- (2) The Registration Office shall prepare the announcement for graduate student admission according to the University's specified timeline for each semester.
- (3) The academic program or academic unit shall review the qualifications and conditions of applicants through the admission system throughout the application period.
- (4) The academic program or academic unit shall submit the list of eligible candidates for written examination and/or interview, as well as the list of selected candidates, through the admission system. The Registration Office will then prepare the announcement of the admitted candidates for graduate admission.
- (5) The academic unit having admitted candidates who are eligible for tuition fee exemption under a Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA), must proceed with the exemption request in accordance with the conditions specified in the MOU or MOA. The request shall be submitted to the Finance Division for approval, and the result of the approval shall be reported to the Registration Office before the student registration date.
- (6) Admitted candidates must report for student registration within the period specified by the University. Those who fail to register within the specified period shall be considered as having forfeited their right to admission.

In this regard, the academic program or academic unit may conduct direct recruitment outside the University's designated admission period, with the approval of the Chair of the Graduate Studies Committee of the academic unit. The academic unit must inform the Registration Office to open the admission system for applicants to complete the required procedures. The academic unit shall then proceed with the selection process and inform the list of admitted candidates, after which the Registration Office shall issue the official announcement of admitted candidates for graduate admission.

Clause 7 Change of Student Type

- (1) An attached student who wishes to change the type to a full-time student in the same field of study may deduct the already paid credit tuition fees from the full tuition fees for the graduate program. The academic results and the study period, completed while holding attached student type, shall be transferred and included once becoming a full-time student.
- (2) A provisional student shall pay tuition fees as specified in the academic program, equivalent to those of a full-time student, and must change the student type to a full-time student under the following conditions:
 - (a) PS1: Must complete the change to a full-time student within one regular semester by submitting official proof of graduation for the degree used for admission, that clearly indicates the date, month, and year of graduation. The student may submit evidence from the previous institution certifying that graduation approval is in process prior to the beginning of the admitted semester, as specified in the University's academic calendar. If the date of graduation does not comply with these conditions, the matter shall be considered by the Academic Administration and Development Committee on a case-by-case basis.
 - (b) PS2: Must complete the change to a full-time student within one academic year by providing evidence of having fulfilled the foreign language requirement for admission.
 - (c) PS3: Must complete the change to a full-time student within one regular semester by submitting valid official identification documents.
 - (d) PS4: Must complete the change to a full-time student within one academic year by presenting the results of prerequisite knowledge assessments as specified by the curriculum.

A provisional student who fails to change the type to a full-time student within the specified period shall have his/her student status terminated. The tuition fees, academic results, and the study period completed while holding provisional student type shall be transferred and included once becoming a full-time student.

- (3) A student who wishes to change the student type shall follow the procedures below:
 - (a) To change the type from attached student to full-time student, the student must submit a request form and relevant documents, with the approval of the advisor, the Graduate Program Executive Committee of the respective academic program, and the Graduate Studies Committee of the academic unit. The request shall then be forwarded to the Registration Office for submission to the University for approval.
 - (b) To change the type from provisional student to full-time student, the student must submit the required documents through the online system of the Registration Office.

Clause 8 The President shall be Responsible for the Enforcement of this Announcement.

In case of ambiguity or difficulty in implementation, the Academic Administration and Development Committee shall provide a recommendation for the President's final ruling, which shall be deemed conclusive.

Announced on October 27, 2025.



(Professor Pongruk Sribanditmongkol, M.D., Ph.D)
President of Chiang Mai University