

# MUIC Timetable for New Students

For all accepted students (Trimester 1, September 2024 ) / Academic Year 2024-2025

## FIRST ENTRY




Please read the timetable and details carefully

Step	Date/Time	What you have to do	Place/ Online	Remark
1	20 - 21 June 2024	1 Confirm your exam result and pay the Admissions fee of 10,000 baht*  *Except Pending Students *Creative Technology Major The Admissions Fee 10,000 THB will be later included in the tuition fee.	Confirmation: <a href="https://admission.muic.io/#/login">https://admission.muic.io/#/login</a>	<b>The Admission Office</b> Tel. 0-2700-5000 ext. 4344-4347 <b>E-mail:</b> <a href="mailto:icdad@mahidol.ac.th">icdad@mahidol.ac.th</a>
	20 June 2024 onwards	2 Buy MUIC uniform accessories <b>Product details:</b> For Female Set : A Brown Belt + A Buckle + A Bow Tie + A Pin For Male Set : A Black Belt + A Buckle + A Necktie Note: Shirt, Pants or Skirt can be purchase at any store	Please purchase uniform accessories at <b>The Harmony By MU</b> located at Mahidol Learning Center (MLC) or purchase via online store <b>View Map:</b> <a href="https://maps.app.goo.gl/zmzFmNhqkFbkTq9A8">https://maps.app.goo.gl/zmzFmNhqkFbkTq9A8</a> <b>Online Store:</b> <a href="https://th.shp.ee/2YhWve1">https://th.shp.ee/2YhWve1</a>	<b>The Harmony By MU</b> Mahidol Learning Center (MLC) Tel: 0-2849-4500 ext. 4126,4128 065-2361798 <b>Facebook: The Harmony by MU</b>
2	2 July 2024 <b>(Compulsory)</b>	Student I.D. Number Announcement <b>1</b>	Student I.D. Number Announcement <b>1</b> <a href="https://muic.mahidol.ac.th/eng/academic-resources/registration-information/accepted-students/">https://muic.mahidol.ac.th/eng/academic-resources/registration-information/accepted-students/</a>	<b>The Registrar Unit</b> 3rd Floor, Aditayathorn Bldg. Office hours: Mon.-Fri. 8:00-17:00 hrs. except public holidays  Tel. 0-2700-5000 ext. 4325,4331 <b>E-mail:</b> <a href="mailto:icru@mahidol.ac.th">icru@mahidol.ac.th</a>
		Completing the <b>ONLINE Enrollment Form</b> for New Student <b>(Compulsory)</b> <b>2</b>	<b>ONLINE Enrollment Form : (Compulsory)</b> <b>2</b> <a href="https://admission.muic.io/#/login">https://admission.muic.io/#/login</a>	
		To complete the process online, you will need : <b>1. Student I.D. Number</b> <a href="https://muic.mahidol.ac.th/eng/academic-resources/registration-information/accepted-students/">https://muic.mahidol.ac.th/eng/academic-resources/registration-information/accepted-students/</a> <b>2. Digital file of a official photo (For Student I.D. card, and MUIC database)</b> <i>click the link to see the photo's details</i> <a href="https://drive.google.com/file/d/16teBsCpQaO6vWet7cBaaOKEZZT1pGV8T/view?usp=sharing">https://drive.google.com/file/d/16teBsCpQaO6vWet7cBaaOKEZZT1pGV8T/view?usp=sharing</a> <i>* If you do not complete the Online Enrollment Form on the date scheduled, you will not be eligible as the MUIC student</i>	<b>After your online form has been verified, you will then receive an email confirmation with a link to activate your MU Internet Account and SKY Account.</b>  Once Your account has been activated successfully, you will receive; 1. SKY ACCOUNT : Username and Password for SKY system, Registration System and e-learning 2. MU ACCOUNT : Username and Password for Mahidol University Internet Account	
<b>Remark;</b> You can collect the Student I.D. card at <b>The Registrar Unit (Counter A), 3rd Floor, Aditayathorn Bldg. from 01 AUGUST 2024 onwards.</b>  <i>* If your uploaded photo does not meet the requirements, you would not be able to collect the Student I.D. card on time.</i>	<b>Online Enrollment Manual</b> <a href="https://drive.google.com/file/d/15nMRDsb5AM3Fr79QdyRHnzvFTfFPS9_/view?usp=sharing">https://drive.google.com/file/d/15nMRDsb5AM3Fr79QdyRHnzvFTfFPS9_/view?usp=sharing</a> <b>Example of an official digital photo</b> <a href="https://drive.google.com/file/d/1Unh1ys2B5nj5Wpo7U6eX57T0R0-tqloz/view?usp=sharing">https://drive.google.com/file/d/1Unh1ys2B5nj5Wpo7U6eX57T0R0-tqloz/view?usp=sharing</a> <b>Taking an official digital photo details</b> <a href="https://drive.google.com/file/d/16teBsCpQaO6vWet7cBaaOKEZZT1pGV8T/view?usp=sharing">https://drive.google.com/file/d/16teBsCpQaO6vWet7cBaaOKEZZT1pGV8T/view?usp=sharing</a>			



Step	Date/Time	What you have to do	Place/ Online	Remark
3	2-16 July 2024	<p><b>Step3.1 : Military Services</b> เรียน รด, ผ่อนผันเกณฑ์ทหาร <i>(Only Thai Nationality)</i>  All male thai students <b>MUST</b> report military status to the Office of Student Affairs in the following link:  <a href="https://forms.gle/KFmY9kYNLYP95NVi8">https://forms.gle/KFmY9kYNLYP95NVi8</a>  - ROTC (สมัครเรียน รด, ปีการศึกษา 2567) :  <a href="http://muic.mahidol.ac.th/eng/wp-content/downloads/sa/ROTC.pdf">http://muic.mahidol.ac.th/eng/wp-content/downloads/sa/ROTC.pdf</a>  - Postpone Military Recruitment 2024 (ผ่อนผันฯ 2568 สำหรับผู้เกิด 2547*):  <a href="https://drive.google.com/file/d/1nTbuHkLdqELqLWSxXO7EPjcsVtfk6UGc/view">https://drive.google.com/file/d/1nTbuHkLdqELqLWSxXO7EPjcsVtfk6UGc/view</a></p>	<p>Male Thai students only;  <b>Online</b>  <a href="https://forms.gle/KFmY9kYNLYP95NVi8">https://forms.gle/KFmY9kYNLYP95NVi8</a></p>	<p><b>The Office of Student Affairs</b>  Tel. 0-2700-5000 ext. 1115 and 1210  E-mail: <a href="mailto:icsa@mahidol.ac.th">icsa@mahidol.ac.th</a></p>
		<p><b>Step3.2 : National Health Security Office Rights สิทธิการรักษาพยาบาล"สปสข."<i>(Only Thai Nationality)*</i></b>  <b>Information:</b>  <a href="http://muic.mahidol.ac.th/eng/wp-content/downloads/sa/MU_NSHO_IC_Thai.pdf">http://muic.mahidol.ac.th/eng/wp-content/downloads/sa/MU_NSHO_IC_Thai.pdf</a>  *MUIC will automatically apply to National Health Security Office Rights (สปสข.) according to the student's consent in the "Enrollment Form for New Student".  **Students those who don't want to change the hospital MUST inform the Office of Student Affairs at <a href="mailto:icsa@mahidol.ac.th">icsa@mahidol.ac.th</a></p>	<p><b>Online</b></p>	
4	2 July 2024	<p><b>Step 4.1 : Physical Check-up (Compulsory)</b>  ** Students must not take any food or beverage <b>after 20:00 hrs.</b> (Except sips of water)  - Urine test - Blood test - X-ray - See the doctor</p>	<p><b>Place:</b> Ground Floor, MUIC Building 1 (Old Building)  <b>Time: 08:00 - 11:00 A.M.</b></p>	<p><b>The Office of Student Affairs</b>  Tel. 0-2700-5000 ext. 1115 and 1210  E-mail: <a href="mailto:icsa@mahidol.ac.th">icsa@mahidol.ac.th</a></p> <p><b>The Finance &amp; Accounting Section</b>  Tel. 0-2700-5000 ext. 1020, 1326  E-mail : <a href="mailto:Financemuic@gmail.com">Financemuic@gmail.com</a></p>
		<p><b>Step 4.2 : Open Bank Account (to be used for the payment and refund)</b>  <b>For Thai students</b>  1. A photocopy of Thai National ID. Card  2. Application Form: Request for automatic transfer to the student's account, download at <a href="https://drive.google.com/file/d/1q-lspffYTA5Zkq5AFTPrWzjUEIeToQ1/view?usp=share_link">https://drive.google.com/file/d/1q-lspffYTA5Zkq5AFTPrWzjUEIeToQ1/view?usp=share_link</a>  <b>For Foreigner students</b>  1. A passport  2. A certificate of student status (Request at email <a href="mailto:icru@mahidol.ac.th">icru@mahidol.ac.th</a>)  3. A student ID Card  4. Application Form: Request for automatic transfer to the student's account, download at <a href="https://drive.google.com/file/d/1q-lspffYTA5Zkq5AFTPrWzjUEIeToQ1/view?usp=share_link">https://drive.google.com/file/d/1q-lspffYTA5Zkq5AFTPrWzjUEIeToQ1/view?usp=share_link</a></p>	<p><b>Attire:</b> Student Uniform (Regular uniform)  <a href="https://muic.mahidol.ac.th/eng/student-life/uniform-policy/">https://muic.mahidol.ac.th/eng/student-life/uniform-policy/</a></p>	
		<p><b>Remark;</b>  * If you already have the Siam Commercial Bank account (any branches), please prepare the documents below and submit them to the Finance Office, 2nd floor, Building 1  1. A photocopy of the first page of the book bank of Siam Commercial Bank (Any branch)  2. Application Form: Request for automatic transfer to the student's account, download at <a href="https://drive.google.com/file/d/1q-lspffYTA5Zkq5AFTPrWzjUEIeToQ1/view?usp=share_link">https://drive.google.com/file/d/1q-lspffYTA5Zkq5AFTPrWzjUEIeToQ1/view?usp=share_link</a>  **If your document is not ready, you can open it later at the Siam Commercial Bank (Any branch) and submit the documents below to the Finance Office 2nd floor, building 1  1. A photocopy of the first page of the book bank of Siam Commercial Bank (Any branch)  2. Application Form: Request for automatic transfer to the student's account, download at <a href="https://drive.google.com/file/d/1q-lspffYTA5Zkq5AFTPrWzjUEIeToQ1/view?usp=share_link">https://drive.google.com/file/d/1q-lspffYTA5Zkq5AFTPrWzjUEIeToQ1/view?usp=share_link</a></p>		
<p><b>Visa matter: For non-thai students who have a question regarding visa matter</b>  For non-Thai students with questions regarding visa matters, please bring your passport to the International Affairs Office for consultation.</p>	<p><b>Place:</b> Second Floor, MUIC New Building, Room A244 (Aditayathorn Bldg.)  <b>Time: 08:00 A.M - 04:00 P.M.</b></p>	<p><b>The Office of International Affairs</b>  Tel. 0-2700-5000 ext 4231  Email: <a href="mailto:icia@mahidol.ac.th">icia@mahidol.ac.th</a></p>		



Step	Date/Time	What you have to do	Place/ Online	Remark
5	12 September 2024 09:00 - 12:00	<p>Freshmen Orientation for the 1st trimester, academic year 2024-2025</p> <p><b>All are compulsory.</b></p> <p><b>09:00 - 09:20 Registration</b></p> <p><b>VDO presentation "Introduction to MUIC"</b></p> <p><b>Welcome Message of the Dean</b> by Prof. Chulathida Chomchai, MD., Dean of MUIC</p> <p><b>PDPA (Personal Data Protection Act)</b> by Asst. Prof. Dr. Sotarat Thammaboosadee, Assistant Professor of IT Management Division, Faculty of Engineering</p> <p><b>Making the most of your academic life</b> by Mrs. Kurniati Wirakotan, Head of Academic Counseling Unit</p> <p><b>Placement test session</b> Placement test session for students who have previous knowledge or foreign language background. Students are not required to have previous knowledge of the foreign language in level 1.</p>	<p><b>Freshmen Orientation Schedule:</b> <a href="https://muic.mahidol.ac.th/eng/academic-resources/registration-information/accepted-students/">https://muic.mahidol.ac.th/eng/academic-resources/registration-information/accepted-students/</a></p> <p><b>Attire:</b> Student Uniform (Formal uniform) <b>Place:</b> Auditorium (1318 Rm.), 3rd Floor, MUIC Building 1 (Old Building)</p>	<p><b>The Educational Affairs Section</b> Tel. 0-2700-5000 ext. 4311, 4314 and 4318 E-mail: <a href="mailto:songpole.san@mahidol.edu">songpole.san@mahidol.edu</a> <a href="mailto:sopa.nar@mahidol.edu">sopa.nar@mahidol.edu</a> <a href="mailto:kurniati.wir@mahidol.edu">kurniati.wir@mahidol.edu</a></p>
	13:00 - 15:00	<p><b>13:00 - 13:10 Registration</b></p> <p><b>SKY+ and IT Tools (Compulsory)</b> by Assoc. Prof. Dr. Chanchai Phonthanukitthaworn; Associate Dean for Corporate Communication and Information Technology</p>		
	15:00 - 16:30	<p><b>Program information and meet Academic Advisors (Compulsory)</b></p>	TBA	
6	13 September 2024 09:00 - 12:00	<p>Freshmen Orientation for the 1st trimester, academic year 2024-2025</p> <p><b>All are compulsory.</b></p> <p><b>09:00 - 09:20 Registration</b></p> <p><b>Student Affairs Office: An Indispensable Resource</b> by Ms. Wimon Siri Hemtanon, Associate Dean for Student Affairs</p> <p><b>Begin a new chapter with SMO</b> by SMO</p> <p><b>How to expand MUIC Academic Life to Global Experience</b> by Asst. Dale Alan Konstanz, Associate Dean for International Affairs</p> <p><b>Your Sources of Learning</b> by Library</p> <p><b>Registration System</b> by Mrs. Kurniati Wirakotan, Head of Academic Counseling Unit</p>	<p><b>Freshmen Orientation Schedule:</b> <a href="https://muic.mahidol.ac.th/eng/academic-resources/registration-information/accepted-students/">https://muic.mahidol.ac.th/eng/academic-resources/registration-information/accepted-students/</a></p> <p><b>Attire:</b> Student Uniform (Regular uniform) <b>Place:</b> Auditorium (1318 Rm.), 3rd Floor, MUIC Building 1 (Old Building)</p>	<p><b>The Educational Affairs Section</b> Tel. 0-2700-5000 ext. 4311, 4314 and 4318 E-mail: <a href="mailto:songpole.san@mahidol.edu">songpole.san@mahidol.edu</a> <a href="mailto:sopa.nar@mahidol.edu">sopa.nar@mahidol.edu</a> <a href="mailto:kurniati.wir@mahidol.edu">kurniati.wir@mahidol.edu</a></p>
	13:00 - 13:15	<p><b>Q &amp; A of Registration System</b> by Mrs. Kurniati Wirakotan, Head of Academic Counseling Unit</p>		
	13:15 - 23:00	<p><b>Online Class Registration for the 1st trimester, academic year 2024-2025 (Compulsory)</b></p> <p><b>Registration for Trimester 1/2024-2025</b></p> <ul style="list-style-type: none"> <li>- Find classes from the Class Schedule of Trimester 1/2024-2025 on the following URL: <a href="http://os.muic.io">http://os.muic.io</a></li> <li>- Students are advised to consult with their advisors regarding their study plan prior to the registration period</li> </ul>	<p>Please go to MUIC Website on the following URL: to be announced on the MUIC website</p> <p><a href="https://muic.mahidol.ac.th/eng/academic-resources/registration-information/registration-schedule/">https://muic.mahidol.ac.th/eng/academic-resources/registration-information/registration-schedule/</a></p> <p>Then click on <b>MUIC SKY+</b> to do your registration</p> <p><b>Register via NEW SKY+</b>      <b>Mobile Application</b>      <b>Website</b></p> <div style="display: flex; justify-content: space-around; align-items: center;">    </div> <p>MUIC SKY+ Registration Manual, please go to this URL: <a href="https://drive.google.com/file/d/17vDFEsZBDfV2FtCmyQOVYBXTXnNc0pH/view?usp=sharing">https://drive.google.com/file/d/17vDFEsZBDfV2FtCmyQOVYBXTXnNc0pH/view?usp=sharing</a></p>	<p><b>The Registrar Unit</b> Office hours: Mon.-Fri. 8:00-17:00 hrs. except public holidays Tel. 0-2700-5055, 0-2700-5000 ext. 4325, 4330 and 4336 E-mail: <a href="mailto:anothai.sae@mahidol.ac.th">anothai.sae@mahidol.ac.th</a> <a href="mailto:randa.rui@mahidol.ac.th">randa.rui@mahidol.ac.th</a></p>
			<p><b>Tuition Payment Process, please go to this URL:</b> <a href="https://drive.google.com/file/d/1Mt15n0ACx3MVbd3UGRGCBN5D80L6rPxn/view?usp=sharing">https://drive.google.com/file/d/1Mt15n0ACx3MVbd3UGRGCBN5D80L6rPxn/view?usp=sharing</a></p>	<p><b>The Finance &amp; Accounting Section</b> Tel. 0-2700-5000 ext. 1020, 1322 and 1231 <a href="mailto:muicpayment@gmail.com">muicpayment@gmail.com</a></p>



Step	Date/Time	What you have to do	Place/ Online	Remark
7	16 September 2024	Trimester Commencement	Please check the classrooms via SKY+ Application or <a href="https://os.muic.io">https://os.muic.io</a>	<b>MUIC website:</b> <a href="https://muic.mahidol.ac.th/eng/academic-resources/academic-calendar/">https://muic.mahidol.ac.th/eng/academic-resources/academic-calendar/</a>
	20 September 2024	Payment due date for Registration	Follow the payment procedure on the SKY+ Application.	<b>The Registrar Unit</b> Tel. 0-2700-5000 ext. 4325, 4330 and 4336 <b>The Finance &amp; Accounting Section</b> Tel. 0-2700-5000 ext. 1020, 1322 and 1231
8	17-18 and 23 September 2024	Late Registration & Add/Drop	Follow the Add/drop procedure on the SKY+ Application. Please proceed to registration payment before you can do any add/drop.	<b>The Registrar Unit</b> Tel. 0-2700-5000 ext. 4325, 4330 and 4336
	27 September 2024	Payment due date for Late Registration & Add/Drop	Follow the payment procedure on the SKY+ Application.	<b>The Registrar Unit</b> Tel. 0-2700-5000 ext. 4325, 4330 and 4336 <b>The Finance &amp; Accounting Section</b> Tel. 0-2700-5000 ext. 1020, 1322 and 1231

For more inquiries, please contact:

**The Admission Office** Tel. 0-2700-5000 ext. 4344-4347

E-mail: [icdad@mahidol.ac.th](mailto:icdad@mahidol.ac.th)

**The Registrar Unit** Tel. 0-2700-5000 ext. 4325, 4330-4334, 4336 and 4342

E-mail: [icru@mahidol.ac.th](mailto:icru@mahidol.ac.th)

**The Educational Affairs Section** Tel. 0-2700-5000 ext. 4311, 4314 and 4318

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**The Office of Student Affairs** Tel. 0-2700-5000 ext. 1115 and 1210

E-mail: [icsa@mahidol.ac.th](mailto:icsa@mahidol.ac.th)

**The Finance & Accounting Section** Tel. 0-2700-5000 ext. 1020, 1322 and 1231

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Updated on 17 JUNE 2024

  
14 JUN 2024