

MUIC Timetable for New Students

For all accepted students (Trimester 2, January 2025) / Academic Year 2024-2025

THIRD ENTRY (ID.6781106 onwards)




Please read the timetable and details carefully

Step	Date/Time	What you have to do	Place/ Online	Remark
1	28 - 29 November 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: https://admission.muic.io/#/login	The Admission Office Tel. 0-2700-5000 ext. 4344-4347 E-mail: icdad@mahidol.ac.th
	28 November 2024 onwards	2 Buy MUIC uniform accessories Product details: 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 The Harmony By MU located at Mahidol Learning Center (MLC) or purchase via online store View Map: https://maps.app.goo.gl/zmzFmNhqkFbkTq9A8 Online Store: https://th.shp.ee/2YhWve1	The Harmony By MU Mahidol Learning Center (MLC) Tel: 0-2849-4500 ext. 4126,4128 065-2361798 Facebook: The Harmony by MU
2	18 December 2024 (Compulsory)	Student I.D. Number Announcement 1	Student I.D. Number Announcement 1 https://muic.mahidol.ac.th/eng/academic-resources/registration-information/accepted-students/	The Registrar Unit 3rd Floor, Aditayathorn Bldg. Office hours: Mon.-Fri. 8:00-17:00 hrs. except public holidays Tel. 0-2700-5000 ext. 4325,4331 E-mail: icru@mahidol.ac.th
		Completing the ONLINE Enrollment Form for New Student (Compulsory) 2 All freshmen have to confirm their intention to enroll at MUIC by completing the Online Enrollment Form for New Students for Trimester 2 / Academic Year 2024-2025 and need to upload a photo in MU's formal uniform for student I.D. card. To complete the process online, you will need : 1. Student I.D. Number https://muic.mahidol.ac.th/eng/academic-resources/registration-information/accepted-students/ 2. Digital file of a official photo (For Student I.D. card, and MUIC database) <i>click the link to see the photo's details</i> https://drive.google.com/file/d/16teBsCpQaO6vWet7cBaaOKEZZ1pGV8T/view?usp=sharing * If you do not complete the Online Enrollment Form on the date scheduled, you will not be eligible as the MUIC student	ONLINE Enrollment Form : (Compulsory) 2 https://admission.muic.io/#/login	
		Remark; You can collect the Student I.D. card at The Registrar Unit (Counter A), 3rd Floor, Aditayathorn Bldg. from 6 JANUARY 2025 onwards. * If your uploaded photo does not meet the requirements, you would not be able to collect the Student I.D. card on time.	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. 3 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	
	Online Enrollment Manual https://drive.google.com/file/d/15nMRDsb5AM3Fr79QdyRHnzvFTfFPS9_/view?usp=sharing Example of an official digital photo https://drive.google.com/file/d/1Unh1ys2B5nj5Wpo7U6eX57T0R0-tgloz/view?usp=sharing Taking an official digital photo details https://drive.google.com/file/d/16teBsCpQaO6vWet7cBaaOKEZZ1pGV8T/view?usp=sharing			



Step	Date/Time	What you have to do	Place/ Online	Remark
3	18-25 December 2024	Step3.1 : Military Services เรียน รด, ผ่อนผันเกณฑ์ทหาร (<i>Only Thai Nationality</i>) All male thai students MUST report Military status to the Office of Student Affairs in the following link: https://forms.gle/KFmY9kYNLYP95NVi8 - ROTC (สมัครเรียน รด. ปีการศึกษา 2568) : http://muic.mahidol.ac.th/eng/wp-content/downloads/sa/ROTC.pdf - Postpone Military Recruitment 2024 (ผ่อนผันฯ 2568 สำหรับผู้ที่เกิด 2547*): https://drive.google.com/file/d/1nTbuHkLdgELgLWSxXO7EPicsVtfk6UGc/view	Male Thai students only; Online https://forms.gle/KFmY9kYNLYP95NVi8	The Office of Student Affairs Tel. 0-2700-5000 ext. 1115 and 1210 E-mail: icsa@mahidol.ac.th
		Step3.2 : National Health Security Office Rights สิทธิการรักษาพยาบาล"สปสข."(Only Thai Nationality)* Information: http://muic.mahidol.ac.th/eng/wp-content/downloads/sa/MU_NSJO_IC_Thai.pdf *MUIIC 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 icsa@mahidol.ac.th	Online	
4	18 December 2024	Step 4.1 : Physical Check-up (Compulsory) ** Students must not take any food or beverage after 20:00 hrs. (Except sips of water) - Urine test - Blood test - X-ray - See the doctor	Place: Ground Floor, MUIC Building 1 (Old Building) Time: 08:00 - 11:00 A.M.	The Office of Student Affairs Tel. 0-2700-5000 ext. 1115 and 1210 E-mail: icsa@mahidol.ac.th
		Step 4.2 : Open Bank Account (to be used for the payment and refund) For Thai students 1. A photocopy of Thai National ID. Card 2. Application Form: Request for automatic transfer to the student's account, download at https://drive.google.com/file/d/1q-lspffYTA5ZkJq5AFTPrWzIUeIeToQ1/view?usp=share_link For Foreigner students 1. A passport 2. A certificate of student status (Request at email icru@mahidol.ac.th) 3. A student ID Card 4. Application Form: Request for automatic transfer to the student's account, download at https://drive.google.com/file/d/1q-lspffYTA5ZkJq5AFTPrWzIUeIeToQ1/view?usp=share_link	Attire: Student Uniform (Regular uniform) https://muic.mahidol.ac.th/eng/student-life/uniform-policy/	
		Remark; * 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 https://drive.google.com/file/d/1q-lspffYTA5ZkJq5AFTPrWzIUeIeToQ1/view?usp=share_link **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 https://drive.google.com/file/d/1q-lspffYTA5ZkJq5AFTPrWzIUeIeToQ1/view?usp=share_link	Place: Second Floor, MUIC New Building, Room A244 (Aditayathorn Bldg.) Time: 08:00 A.M - 04:00 P.M.	The Office of International Affairs Tel. 0-2700-5000 ext 4231 E-mail : icia@mahidol.ac.th
Visa matter: For non-thai students who have a question regarding visa matter For non-Thai students with questions regarding visa matters, please bring your passport to the International Affairs Office for consultation.	Place: Second Floor, MUIC New Building, Room A244 (Aditayathorn Bldg.) Time: 08:00 A.M - 04:00 P.M.	The Office of International Affairs Tel. 0-2700-5000 ext 4231 E-mail : icia@mahidol.ac.th		



Step	Date/Time	What you have to do	Place/ Online	Remark
5	19 December 2024 09:00 - 12:00	<p>Freshmen Orientation for the 2nd trimester, academic year 2024-2025</p> <p>All are compulsory.</p> <p>09:00 - 09:20 Registration</p> <p>VDO presentation "Introduction to MUIC"</p> <p>Welcome Message of the Dean by Prof. Chulathida Chomchai, MD., Dean of MUIC</p> <p>Making the most of your academic life by Dr. Brian James Phillips, Assistant to the Associate Dean of Education Affairs Mrs. Kurniati Wirakotan, Head of Academic Counseling Unit</p> <p>Placement test session 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>Freshmen Orientation Schedule:</p> <p>https://muic.mahidol.ac.th/eng/academic-resources/registration-information/accepted-students/</p> <p>Attire: Student Uniform (Formal uniform)</p> <p>Place: A556 Spectrum Screening Space, 5th floor, Aditayathorn Building</p>	<p>The Educational Affairs Section Tel. 0-2700-5000 ext. 4311, 4314 and 4318 E-mail: songpole.san@mahidol.edu sopa.nar@mahidol.edu kurniati.wir@mahidol.edu</p>
	13:00 - 15:00	<p>13:00 - 13:10 Registration</p> <p>SKY+ and IT Tools (Compulsory) by Information Technology section and Education Technology section</p>		
	15:00 - 16:30	<p>Program information and meet Academic Advisors (Compulsory)</p>	TBA	
6	20 December 2024 08:30 - 12:00	<p>Freshmen Orientation for the 2nd trimester, academic year 2024-2025</p> <p>All are compulsory.</p> <p>08:30 - 09:00 Registration</p> <p>PDPA (Personal Data Protection Act) by Asst. Prof. Dr. Sotarat Thammaboosadee, Assistant Professor of IT Management Division, Faculty of Engineering</p> <p>Student Affairs Office: An Indispensable Resource by Ms. Wimon Siri Hemtanon, Associate Dean for Student Affairs</p> <p>Begin a new chapter with SMO by SMO</p> <p>How to expand MUIC Academic Life to Global Experience by The Office of International Affairs</p> <p>Your Sources of Learning by Library</p> <p>Registration System by Mrs. Kurniati Wirakotan, Head of Academic Counseling Unit</p>	<p>Freshmen Orientation Schedule:</p> <p>https://muic.mahidol.ac.th/eng/academic-resources/registration-information/accepted-students/</p> <p>Attire: Student Uniform (Regular uniform)</p> <p>Place: A556 Spectrum Screening Space, 5th floor, Aditayathorn Building</p>	<p>The Educational Affairs Section Tel. 0-2700-5000 ext. 4311, 4314 and 4318 E-mail: songpole.san@mahidol.edu sopa.nar@mahidol.edu kurniati.wir@mahidol.edu</p>
	13:00 - 13:15	<p>Q & A of Registration System by Mrs. Kurniati Wirakotan, Head of Academic Counseling Unit</p>		
	13:15 - 23:00	<p>Online Class Registration for the 2nd trimester, academic year 2024-2025 (Compulsory)</p> <p>Registration for Trimester 2/2024-2025</p> <ul style="list-style-type: none"> - Find classes from the Class Schedule of Trimester 2/2024-2025 on the following URL: https://os.muic.io/ - Students are advised to consult with their advisors regarding their study plan prior to the registration period 	<p>Please go to MUIC Website on the following URL: https://muic.mahidol.ac.th/eng/wp-content/downloads/OAA/registration/registration_announcement_Trimest_2_24-25_EN.pdf</p> <p>Then click on MUIC SKY+ to do your registration</p> <p>Register via NEW SKY+ Mobile Application Website</p>    <p>MUIC SKY+ Registration Manual, please go to this URL: https://muic.mahidol.ac.th/eng/wp-content/downloads/OAA/registration/How_to_SKY_Registration.pdf</p> <p>Tuition Payment Process, please go to this URL: https://muic.mahidol.ac.th/eng/wp-content/downloads/OAA/registration/MUIC_SKY_App_Payment_Process.pdf</p>	<p>The Registrar Unit 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: anothai.sae@mahidol.ac.th randu.rui@mahidol.ac.th</p>
				<p>The Finance & Accounting Section Tel. 0-2700-5000 ext. 1020, 1322 and 1231 muicpayment@gmail.com</p>



Step	Date/Time	What you have to do	Place/ Online	Remark
7	6 January 2025	Trimester Commencement	Please check the classrooms via SKY+ Application or https://os.muic.io	MUIC website: https://muic.mahidol.ac.th/eng/academic-resources/academic-calendar/
	10 January 2025	Payment due date for Registration	Follow the payment procedure on the SKY+ Application.	The Registrar Unit Tel. 0-2700-5000 ext. 4325, 4330 and 4336 The Finance & Accounting Section Tel. 0-2700-5000 ext. 1020, 1322 and 1231
8	7 - 8 and 13 January 2025	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.	The Registrar Unit Tel. 0-2700-5000 ext. 4325, 4330 and 4336
	17 January 2025	Payment due date for Late Registration & Add/Drop	Follow the payment procedure on the SKY+ Application.	The Registrar Unit Tel. 0-2700-5000 ext. 4325, 4330 and 4336 The Finance & Accounting Section 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)

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Updated on 25 NOVEMBER 2024

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