


# MUIC Timetable for New Students

For all accepted students (Trimester 3, April 2024) / Academic Year 2023-2024

## FOURTH ENTRY




Please read the timetable and details carefully

Step	Date/Time	What you have to do	Place/ Online	Remark
1	19-20 March 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>
	19 March 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://shp.ee/5gio2sj">https://shp.ee/5gio2sj</a>	<b>The Harmony By MU</b> Mahidol Learning Center (MLC) Tel: 0-2849-4500 ext. 4126,4126 065-2361798 <b>Facebook:</b> <a href="#">The Harmony by MU</a>
2	1 April 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://sea.muic.mahidol.ac.th/enrollment/#/login">https://sea.muic.mahidol.ac.th/enrollment/#/login</a>  1. Sign up for a new account for the first-time users *You can create an account using your personal email address. 2. Use the account you created to log in to MUIC Enrollment system	
		All freshmen have to confirm their intention to enroll at MUIC by completing the Online Enrollment Form for New Students for Trimester 3 / Academic Year 2023-2024 and need to upload a photo in MU's formal uniform for student I.D. card.  * If you do not complete the Online Enrollment Form on the date scheduled, you will not be eligible as the MUIC student  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>  Regarding the Covid-19 situation, you might submit the official photo later, but please note that you would get the ID. card after submitting the MU student photo as required.	<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 22 APRIL 2024 onwards.</b>  * If your uploaded photo does not meet the requirements, you would not be able to collect the Student I.D. card on time.	<b>Online Enrollment Manual</b> <a href="https://drive.google.com/file/d/1dB7FQ90NUgqeXRPNO00ASjF18bPoBQn/view?usp=sharing">https://drive.google.com/file/d/1dB7FQ90NUgqeXRPNO00ASjF18bPoBQn/view?usp=sharing</a>  <b>Example of an official digital photo</b> <a href="https://drive.google.com/file/d/1Unh1ys2B5nj5Wpo7U6eX57T0R0-tgloz/view?usp=sharing">https://drive.google.com/file/d/1Unh1ys2B5nj5Wpo7U6eX57T0R0-tgloz/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	1 - 10 April 2024	<b>Step3.1 : Military Services</b> เรียน รด, ผ่อนผันเกณฑ์ทหาร <b>(Only Thai Nationality)</b> 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 สำหรับผู้ที่เกิด 2547*): <a href="https://drive.google.com/file/d/1nTbuHkLdqELqLWSxXO7EPicsVtfk6UGc/view">https://drive.google.com/file/d/1nTbuHkLdqELqLWSxXO7EPicsVtfk6UGc/view</a>	Male Thai students only; <b>Online</b> <a href="https://forms.gle/KFmY9kYNLYP95NVi8">https://forms.gle/KFmY9kYNLYP95NVi8</a>	<b>The Office of Student Affairs</b> Tel. 0-2700-5000 ext. 1115 and 1210 <a href="mailto:icsa@mahidol.ac.th">E-mail: icsa@mahidol.ac.th</a>	
		<b>Step3.2 : National Health Security Office Rights สิทธิการรักษาพยาบาล"สปสข."</b> <b>(Only Thai Nationality)*</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". <b>**Students those who don't want to change the hospital MUST inform the Office of Student Affairs at</b> <a href="mailto:icsa@mahidol.ac.th">icsa@mahidol.ac.th</a>	<b>Online</b>		
4	5 April 2024	<b>Step 4.1 : Physical Check-up (Compulsory)</b> <b>** Students must not take any food or beverage after 20:00 hrs. (Except sips of water)</b> - Urine test - Blood test - X-ray - See the doctor	<b>Place:</b> Ground Floor, MUIC Building 1 (Old Building) <b>Time: 08:00 - 11:00 A.M.</b>	<b>The Office of Student Affairs</b> Tel. 0-2700-5000 ext. 1115 and 1210 <a href="mailto:icsa@mahidol.ac.th">E-mail: icsa@mahidol.ac.th</a>	
		<b>Step 4.2 : Open Bank Account (to be used for the payment and refund)</b> If you already have a Siam Commercial Bank account (Any branch), 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 you don't have a Siam Commercial Bank account, please prepare the documents required below to open a new account <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 Foreign students</b> 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 <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 foreign students, some documents may take time to request. So, you can open a new bank account later at the Siam Commercial Bank (Any branch) after you get all the documents required. ***</b>	<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>		<b>The Finance &amp; Accounting Section</b> Tel. 0-2700-5000 ext. 1020, 1326 <a href="mailto:Financemuic@gmail.com">E-mail : Financemuic@gmail.com</a>
		<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.	<b>Place:</b> Second Floor, MUIC New Building, Room A244 (Aditayathorn Bldg.) <b>Time: 08:00 A.M - 16:00 P.M.</b>		<b>The Office of International Affairs</b> Tel. 0-2700-5000 ext 4231 Email: icia@mahidol.ac.th



Step	Date/Time	What you have to do	Place/ Online	Remark
5	9 April 2024 08:30 - 12:00	<b>Freshmen Orientation for the 3rd trimester, academic year 2023-2024</b> <b>All are compulsory.</b> <b>08:30 - 08:45 Registration</b> <b>08:45 - 08:50 VDO presentation "Introduction to MUIC"</b> <b>08:50 - 09:00 Welcome Message of the Dean</b> <i>by Prof. Chulathida Chomchai, MD., Dean of MUIC</i> <b>09:00 - 10:00 PDPA (Personal Data Protection Act)</b> <i>by Asst. Prof. Dr. Satarat Thammaboosadee, Assistant Professor of IT Management Division, Faculty of Engineering</i> <b>10:00 - 11:10 Making the most of your academic life</b> <i>by Mrs. Kurniati Wirakotan, Head of Academic Counseling Unit</i> <b>11:10 - 12:10 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.	<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>  <b>Attire:</b> Student Uniform (Formal uniform) <b>Place:</b> Auditorium (1318 Rm.), 3rd Floor, MUIC Building 1 (Old Building)	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>
	13:00 - 15:00	<b>13:00 - 13:10 Registration</b> <b>13:10 - 15:00 SKY+ and IT Tools (Compulsory)</b> <i>by Assoc. Prof. Dr. Chanchai Phonthanukittithaworn; Associate Dean for Corporate Communication and Information Technology</i>		
	15:00 - 16:30	<b>Program information and meet Academic Advisors (Compulsory)</b>	TBA	
6	10 April 2024 08:30 - 12:00	<b>Freshmen Orientation for the 3rd trimester, academic year 2023-2024</b> <b>All are compulsory.</b> <b>08:30 - 08:50 Registration</b> <b>08:50 - 10:20</b> <b>Student Affairs Office: An Indispensable Resource</b> <i>by Ms. Wimon Siri Hemtanon, Associate Dean for Student Affairs</i> <b>Begin a new chapter with SMO by SMO</b> <b>10:20 - 10:40 How to expand MUIC Academic Life to Global Experience</b> <i>by Asst. Dale Alan Konstanz, Associate Dean for International Affairs</i> <b>10:40 - 11:00 Your Sources of Learning by Library</b> <b>11:00 - 12:00 Registration System</b> <i>by Mrs. Kurniati Wirakotan, Head of Academic Counseling Unit</i>	<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>  <b>Attire:</b> Student Uniform (Regular uniform) <b>Place:</b> Auditorium (1318 Rm.), 3rd Floor, MUIC Building 1 (Old Building)	<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>
	13:00 - 13:15	<b>13:00 - 13:15 Q &amp; A of Registration System</b> <i>by Mrs. Kurniati Wirakotan, Head of Academic Counseling Unit</i>		
	13:15 - 23:00	<b>Online Class Registration for the 3rd trimester, academic year 2023-2024 (Compulsory)</b> <b>Registration for Trimester 3/2023-2024</b> - Find classes from the Class Schedule of Trimester 3/2023-2024 on the following URL: <a href="http://os.muic.io">http://os.muic.io</a>  - Students are advised to consult with their advisors regarding their study plan prior to the registration period	Please go to MUIC Website on the following URL: <a href="https://muic.mahidol.ac.th/eng/wp-content/downloads/OAA/registration/registration_announcement_Trimest_3_23-24_EN.pdf">https://muic.mahidol.ac.th/eng/wp-content/downloads/OAA/registration/registration_announcement_Trimest_3_23-24_EN.pdf</a>  <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>  Then click on <b>MUIC SKY+</b> to do your registration <b>Register via NEW SKY+      Mobile Application      Website</b>    MUIC SKY+ Registration Manual, please go to this URL: <a href="https://drive.google.com/file/d/1M1Nm3cQbdNM4gp6naCskt5xf_mV0DKM3/view?usp=share_link">https://drive.google.com/file/d/1M1Nm3cQbdNM4gp6naCskt5xf_mV0DKM3/view?usp=share_link</a>  <b>Tuition Payment Process, please go to this URL:</b> <a href="https://drive.google.com/file/d/1DufxlkzGUaLh3Ae8vT17lcF7ichldyZ4/view?usp=share_link">https://drive.google.com/file/d/1DufxlkzGUaLh3Ae8vT17lcF7ichldyZ4/view?usp=share_link</a>	<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  <b>E-mail:</b> <a href="mailto:anothai.sae@mahidol.ac.th">anothai.sae@mahidol.ac.th</a> <a href="mailto:randaruj@mahidol.ac.th">randaruj@mahidol.ac.th</a>
				<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>

Step	Date/Time	What you have to do	Place/ Online	Remark
7	22 April 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>
	26 April 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	23-24 and 29 April 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
	3 May 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:	<b>The Admission Office</b> Tel. 0-2700-5000 ext. 4344-4347 <a href="mailto:icdad@mahidol.ac.th">E-mail: icdad@mahidol.ac.th</a>	
	<b>The Registrar Unit</b> Tel. 0-2700-5000 ext. 4325, 4330-4334, 4336 and 4342 <a href="mailto:icru@mahidol.ac.th">E-mail: icru@mahidol.ac.th</a>	<b>The Office of Student Affairs</b> Tel. 0-2700-5000 ext. 1115 and 1210 <a href="mailto:icsa@mahidol.ac.th">E-mail: icsa@mahidol.ac.th</a>
	<b>The Educational Affairs Section</b> Tel. 0-2700-5000 ext. 4311, 4314 and 4318 <a href="mailto:songpole.san@mahidol.ac.th">songpole.san@mahidol.ac.th</a>	<b>The Finance &amp; Accounting Section</b> Tel. 0-2700-5000 ext. 1020, 1322 and 1231 <a href="mailto:muicpayment@gmail.com">E-mail : muicpayment@gmail.com</a>

Updated on 25 March 2024

  
14 MAR 2024