



Mahidol University
International College

Equivalent Qualification

1. Fill-in the requesting form with details.
2. Send the completed form along with required documents via postal service to following office:

**Office of the Bureau of Higher Education Standard and Quality,
No. 328, Floor 12th, Higher Education 2 Building,
Si Ayutthaya Road, Phayathai, Ratchathewi, Bangkok,
Thailand, 10400**

(Contact Person: Ms. Paweena Muangmoon, Tel. +66(0) 2 039 5612 or +66(0) 2 039 5636)

3. After the equivalent qualification is completed, the Office of the Bureau of Higher Education Standard and Quality will directly send the result to the Faculty of Graduate Studies, Mahidol University.

4. Be noted that the verification process may take up to 90 days or greater.

International Graduate Studies Office (iGS)
Mahidol University International College
999 Phutthamonthon 4 Road, Salaya,
Nakhonpathom, Thailand 73170
(Contact Person: Mr. Sompon Buachan, Tel. +66 (0) 2700 5000 Ext.4483)

เรียน สำนักมาตรฐานและประเมินผลอุดมศึกษา สำนักงานคณะกรรมการอุดมศึกษา
ขอความอนุเคราะห์แจ้งผลการเทียบคุณวุฒิ ผู้สำเร็จการศึกษาระดับอุดมศึกษาจากต่างประเทศ
กลับมายัง กลุ่มบัณฑิตศึกษา วิทยาลัยนานาชาติ มหาวิทยาลัยมหิดล
999 ต. ศาลายา อ. พุทธมณฑล จ. นครปฐม 73170

Overview of Documents to Submit along with the Equivalent Qualification Form

Student must make A photocopy and submit both of Set A and B of following documents:

SET A: Document of your “Bachelor Degree”

✓ Certificate of Graduation	(Original Language)	1 copy
✓ Transcript	(Original Language)	1 copy
✓ Certificate of Graduation	(English Translated)	1 copy
✓ Transcript	(English Translated)	1 copy

SET B: Document of your “Secondary school / High school level”

✓ Certificate of Graduation	(Original Language)	1 copy
✓ Transcript / Mark Sheet	(Original Language)	1 copy
✓ Certificate of Graduation	(English Translated)	1 copy
✓ Transcript / Mark Sheet	(English Translated)	1 cop

Notes:

- Only a photocopy of each document is required.
- Do not attach any primary original document since it will not be returned to you.
- You must additionally provide your “signature” with your own wording “certified true copy” on each page of all attached documents.
- To fulfill the consideration, more documents may be additionally requested based on a case-by-case basis.

Equivalent Qualification Application Form

Bureau of Standards and Evaluation
Office of the Higher Education Commission

Date/Month/Year

Subject : Request for Equivalent Qualifications

To : Secretary-General for Higher Education Commission

I, (Mr. /Mrs. /Ms.)
graduated (Degree/Certificate Awarded).....
from (University / Institute)Country.....

I would like to request for the equivalence of the above educational qualification to the
education at level:

- ☐ Diploma
☐ Bachelor's Degree
☐ Graduate Diploma
☐ Master's Degree
☐ Higher Graduate Diploma
☐ Doctorate
☐ Others (Please specify)

The equivalence of educational qualification will be used for

My personal profile and education background are as follows:

1. Personal Profile

1.1 Date of Birth/...../.....Age.....
 Nationality.....Race.....Religion.....
 National Identification Number
 Place of Issuance.....
 Issuance Date.....Expiration Date.....
 Passport NumberCountry / Place of Issuance
 Issuance Date Expiration Date
 VISA permitted to study abroad from.....to..... appear in page

1.2 Permanent Address

Number.....Street.....District.....
CityPostal Code.....Country.....
Email Address.....

1.3 Current Address

Number.....Street.....District.....
CityPostal Code.....Country.....
Telephone Number.....Mobile Number
Accommodation ☐ Live with family ☐ Own House ☐ Rental House
☐ Dormitory ☐ Others (Please Specify)

1.4 Name of Present Employer.....

Your Position
Address of Employer
Number.....Street.....District.....
CityPostal CodeCountry.....
Telephone Number

2. Educational Profile

2.1 High School from (School / Institute)

Country..... Date of Award.....
Name of Certificate

2.2 Technical / Vocational Education from (University / Institute).....

Country..... Date of Award.....
Name of Certificate

2.3 Bachelor's Degree from (University / Institute).....

Country..... Date of Award.....
Name of Degree / Certificate

2.4 Master's Degree from (University / Institute).....

Country..... Date of Award.....
Name of Degree / Certificate.....

2.5 Doctorate from (University / Institute).....

Country.....Date of Award.....
Name of Degree / Certificate.....

3. Information of Education for which applicants are seeking equivalence.

3.1 I graduated (Degree/Certificate Awarded).....
from (Name of University / Institute).....
Country.....,which was (Public/Private University/Institution).....
From(Date/Month/Year of Graduate).....,which use period for studying all
of the programyears. Between (Date/Month/Year).....to.....

3.2 I studied the above program by

- ☐ Self-funded
☐ Government Scholarship
☐ Others

3.3 The program seeking equivalence requires qualifications of admission at level...

3.4 Method of Study of the program seeking equivalence

- ☐ In - class ☐ Distance Learning ☐ Others (please specify)

3.5 Education System of the program seeking equivalence

- ☐ Semester System
☐ Trimester System
☐ Others (please specify)

3.6 Total Amount of Credit of the program seeking equivalence

- ☐ Credits
☐ Courses
☐ Others (please specify)

3.7 **Education Measurement** for Diploma / Bachelor's Degree

- ☐ Complete full courses with GPA / Percent
- ☐ Receive GPA at 2.00 from 4 score level or equivalence

3.8 **Education Measurement** for Master's Degree with thesis only

(Plan A, Type A1)

- ☐ Thesis Title
- ☐ Pass a Final Oral Examination
- ☐ Thesis be published in (Name of Academic Journals/ Publications).....

3.9 **Education Measurement** for Master's Degree Level with course subject and
thesis (Plan A, Type A2)

- ☐ Complete full courses with GPA / Percent
- ☐ Thesis Title.....
- ☐ Pass a Final Oral Examination
- ☐ Thesis be published in (Name of Academic Journal/Publications).....

3.10 **Education Measurement** for Master's Degree Level with course subject and individual study (Plan B)

- ☐ Complete full courses with GPA / Percent
- ☐ Pass a Comprehensive Examination

3.11 **Education Measurement** for Doctoral Degree

- ☐ Complete full courses with GPA / Percent
- ☐ Thesis Title
- ☐ Pass a Foreign Language Examination
- ☐ Pass a Qualifying Examination
- ☐ Pass a Final Oral Examination
- ☐ Thesis be published in (Name of Academic Journals/Publications).....

4. I would like to submit certified true copies by applicants as follows:

4.1 Original qualifications before enrolment in a program seeking equivalence

- ☐ 1 Copy of Diploma / Degree Certificate at.....level.
- ☐ 1 Copy of Transcript at..... level.

4.2 Qualifications for which applicants are seeking equivalence

- ☐ 1 Copy of Diploma / Degree Certificate atlevel.
- ☐ 1 Copy of Transcript at..... level.

4.3 Qualification of Doctorate

- ☐ 1 copy of Abstract of Doctoral Thesis
- ☐ 1 Copy of Doctoral Thesis, which was published in academic journal.

4.4 Other Document

- ☐ 1 Copy of ID Card / Officer ID Card
- ☐ 1 Copy of Household Registration
- ☐ 1 Copy of Passport on page having inbound and outbound stamped visa of countries from which applicants graduated.

5. Additional Document

- ☐ Study Handbook
- ☐ Course Syllabus
- ☐ Others (Please specify)

6. In case of incomplete document, please specify.....

Reason

I certify that, to the best of my knowledge, all the information provided above is true and correct. In case that the Office of the Higher Education Commission (OHEC) requests for any additional document, I shall provide it within 15 days after receiving the notification from OHEC. If I cannot provide requested document to OHEC within the deadline, it shall be stated that I do not intend to proceed to the equivalence of qualification.

I declare that

- ☐ I will receive documents equivalents myself.
- ☐ Documents of equivalence are sent through postal service.

Your consideration on the equivalent qualifications is highly appreciated.

Sincerely Yours,

(Signature) Applicant

(.....)

(Signature) Officer

(.....)

Remarks

1. Applicants have to confirm the verification of their graduation by signing the form attached.

2. For applicants graduated from the Republic of India, the educational evidence must contain the following details:

- 1) Roll Number
- 2) Name of the Examination
- 3) Correct month and year of examination
- 4) Center of Examination
- 5) Subject offered
- 6) Seat Number

3. Degree Certificate and Transcript that are in a language other than English must be officially translated. The translations must be done and certified by government organizations or officially recognized organizations such as consulate of that country.

The authentication of documents must be verified by the Legalization Division, Ministry of Foreign Affairs.

4. The translation of qualification into Thai language must provide the English name in parenthesis.

.....