REGISTRATION OFFICE
CHIANG MAI UNIVERSITY

GUIDELINES FOR APPLICATION-DOCUMENT SCANNING AND SUBMISSION



Please follow the guidelines to upload scanned documents for online application.

1 Scan from original document



Scan documents from the original documents in color.
Do not scan from photocopies or faxed copies.

2 High quality and clear



Scanned copies must be high-quality, clear and readable (not blurry), with all text and numbers visible, and without any glare.

3 Use a flatbed scanner



Scan documents using a flatbed scanner. Documents should appear flat, without any visible folds or creases.

4 No smartphone photos



Digital photographs or scans from smartphone applications will not be accepted.

5 No photocopied or old scans



Scans from photocopied, faxed, and/or previously certified true documents will not be accepted.

6 Scan in original size



Scan documents at the original size.
If the document is larger than A4, scan in A4-sized portions without reducing the size.

7 Scan all pages



If a document has more than one page, all pages must be scanned in one file. Ensure the complete set of documents is provided as stated.

8 Scan both sides



If a document has markings or text on both sides of the page (e.g., registration number on the back page), both sides must be scanned.

9 Accepted file formats and size



Scanned documents must be in JPG or JPEG (for photos) or PDF (for other documents).
Each file size must not exceed 1 MB.
Portfolio files (if required by some programs) should not exceed 16 MB.

10 Original documents may be requested

You may be asked to submit the original version of scanned documents, especially official results certificates/transcripts and high school graduation or diploma certificates.
The University reserves the right to request original documents or official certificates/transcripts/results slips for verification.

11 New Student Registration

Upload an official transcript and high school graduation certificate or those that are equivalent to Thailand's high school certificate through the new student registration online system at: https://stdinfo.reg.cmu.ac.th/undergraduate/index.php
During June 8-11, 2027.

12 Provide accurate information

Students who provide incorrect information or use false documents in any registration procedures will be disqualified.
Students who fail to register online as a new student within 10 business days following the new student registration date will be automatically disqualified.

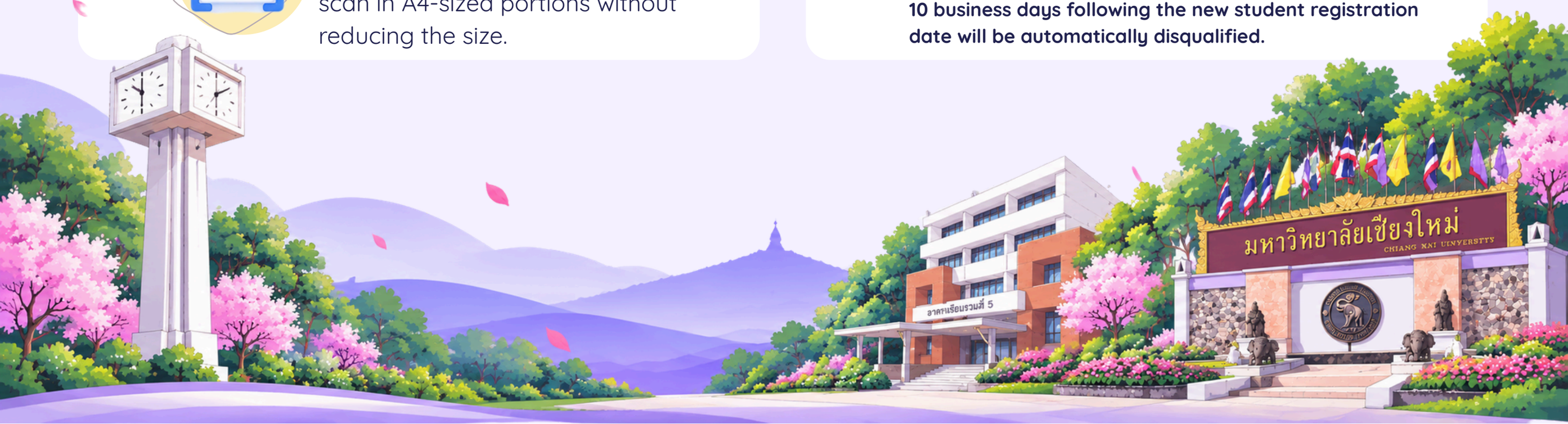


PHOTO REQUIREMENT FOR ONLINE APPLICATION

Applicant will be asked to submit a facial photo for identification, please follow the guidelines strictly.





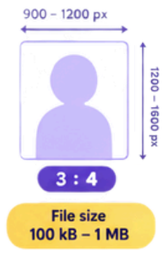
1 The photo must be recent, taken within the last 6 months to reflect your current appearance.

2 **The photo must be a color photograph with a plain and light-colored background and no other person visible in the image.**

The applicant must face directly toward the camera, showing the full face and upper body from head to shoulders



3 **The photo must be saved in JPEG format, in portrait orientation with a 3:4 ratio.**



The image resolution must be between 900 x 1,200 and 1,200 x 1,600 pixels, with a file size between 100 kB and 1 MB.



4 **The photo shows your full face with you looking directly at the camera, and with no hair across or covering your eyes/eyebrows.**

No glasses or sunglasses. No hats or head covering, unless you wear it daily for religious purposes.

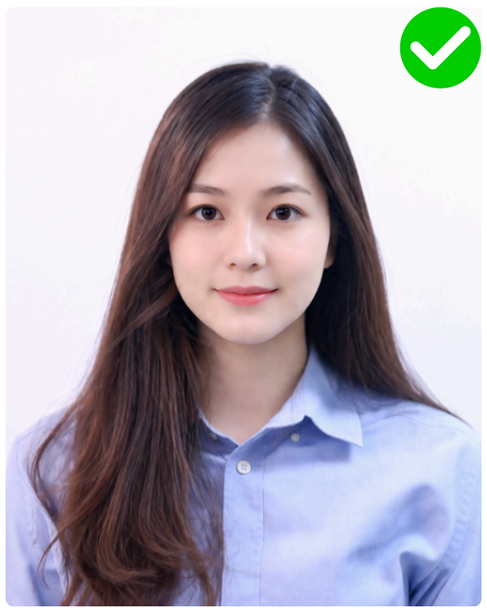


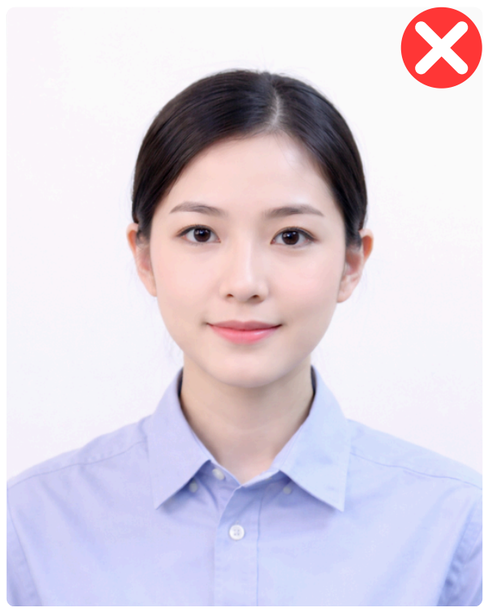
5 **Copied, digitally scanned or selfie photo will not be accepted.**





PHOTO REQUIREMENT FOR ONLINE APPLICATION

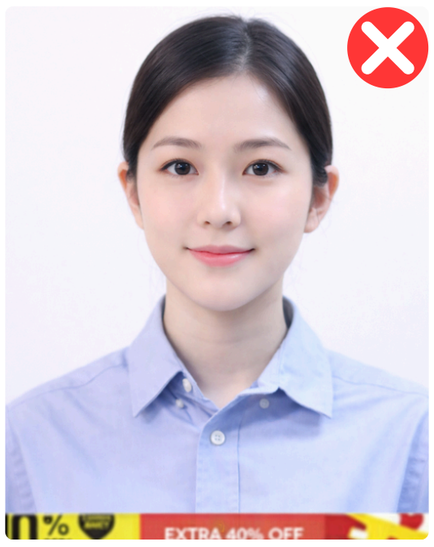




The photograph should show your facial features clearly without the fringe covering part of your eyebrow/eye.



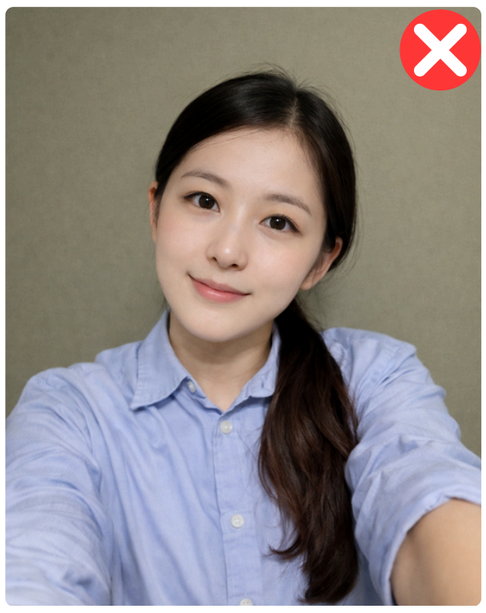
Head should be at the center and occupy at least 50% of the length of the area of the photo.



No Photographs cropped from candid photographs.



No glasses or sunglasses.



Selfies are not acceptable.



Due to certain image settings, some of the photos may be darken after they are uploaded.

When this happens,
please try one of the following:

a) Open the original photo in Adobe Photoshop, go to file > Save for Web & Devices
> Set the preset to JPG High
> enable to Convert to sRGB option
> Save and re-upload

b) Take your photo using a different source and upload the new photo

