

*[Translated Version]*<sup>1</sup>

**Announcement of Thammasat University  
Regarding Admissions to BBA International Program  
Thammasat Business School, Thammasat University  
Academic Year 2016**

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Thammasat University, hereafter “*The University*”, has announced admissions requirements for the BBA International Program of Thammasat Business School, hereafter “*The Program*”, for Bachelor of Accounting and Bachelor of Business Administration. This announcement contains details regarding the admissions requirements for academic year 2016.

**1. Degrees Award**

The BBA International Program offers Bachelor of Accounting and Bachelor of Business Administration degree. All classes are conducted in English. Throughout the study, the classes are conducted at Tha Prachan Campus of Thammasat University.

The University reserves the rights to announce change in class location if it sees fit and if the issue is approved by Thammasat University Council.

**2. Number of Admissions**

For academic year 2016, the Program sets the number of admissions to approximately 120 students from the pool of applicants. The actual number of admissions may be different if applicants are deemed unsuitable to the Program or the successful candidates do not confirm enrollment to the Program during the specified time period.

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<sup>1</sup> This is an unofficial translated version of the Thammasat University Announcement on Admissions to BBA International Program, Thammasat Business School, Thammasat University. The official announcement is available in Thai.

### 3. Applicant Qualifications

- 3.1 Complete high school M. 6 or equivalent level from domestic or foreign institutions. Certification must be endorsed by Ministry of Education.
- 3.2 Has a clean bill of health.
- 3.3 Willing to follow the University's code of conduct.
- 3.4 Legally reside in Thailand. A legal proof must be shown.
- 3.5 Has not been charged or punished for admissions exam misconducts in the past 3 years.
- 3.6 Must not be enrolled in any other university or higher-level educational institution in Thailand

### 4. Admissions Requirements

- 4.1 The applicants must possess the aforementioned qualifications. The University reserves the right to withdraw any application with no refund if it is found that the applicant provided untruthful information.
- 4.2 The applicants must have satisfactory test scores at the date of application submission.
  - 4.2.1. SAT (Scholastic Aptitude Test) score above the minimum score requirement. Test score must be taken during January 1, 2014 – January 31, 2016. SAT score report(s) must be sent directly to the BBA International Program from the Educational Testing Service (ETS). The code for BBA International Program, Thammasat University is 0288. **and/or**
  - 4.2.2. SMART-I (Scholarly Management Aptitude Requirement Test) score above the minimum score requirement. Test score must be taken during January 1, 2014 – January 31, 2016.
- 4.3 Once the University announces the list of applicants who are eligible for interview, the eligible applicants must submit the required documents to the Program. Failing to do so will result in disqualifying the applicants for the interview.

## **5. Application Submission**

The application is only available online during **December 14, 2015 – February 14, 2016**.

The application fee payment must be done through the teller payment system at specified bank during **December 14, 2015 – February 15, 2016**.

### **Application Submission Procedure**

#### **5.1 Case #1: Domestic applicants**

5.1.1 Complete application form available on [www.bba.tbs.tu.ac.th](http://www.bba.tbs.tu.ac.th) during the specified time period.

5.1.2 Verify correctness and completeness of the information before printing out the application form. If the information provided is incorrect or incomplete, please make necessary corrections. The University places importance only to the information provided in the on-line application system. Then, print out the completed application form from the website.

5.1.3 Pay application fee via teller payment system at any branches of Krung Thai Bank, PCL. The application fee of ฿900 per application and applicable bank fee must be paid during the specified time period. Failure to meet payment deadline results in automatic withdrawal of application.

5.1.4 Retain application payment receipt from bank for interview day.

5.1.5 The applicants can check the payment status and the receipt of official SAT score report from ETS online after 7 working days of payment at [www.bba.tbs.tu.ac.th](http://www.bba.tbs.tu.ac.th).

5.1.6 Incomplete applications will be dismissed with no refunds.

#### **5.2 Case #2 Overseas applicants**

5.2.1 Complete application form available on [www.bba.tbs.tu.ac.th](http://www.bba.tbs.tu.ac.th) during the specified time period.

5.2.2 Verify correctness and completeness of the information before printing out the form. If the information is incorrect or incomplete, please make necessary corrections. The University

places importance only to the information provided in the on-line application system. Then, print out the completed application form from the website.

5.2.3 Print out the application in PDF file format.

5.2.4 Make US\$50 payment via telegraphic transfer to Krung Thai Bank (Tha Tien Branch only).

Details of account are as follows:

Account name: Social Science Service Project: Tha Tien Branch

Account number: 026-1-06016-3

SWIFT Code: KRTHTHBK

5.2.5 Send payment slip and completed application form (in PDF file format) via email to the Program by February 15, 2016. The email address is [bbaadmissions@tbs.tu.ac.th](mailto:bbaadmissions@tbs.tu.ac.th). Failure to meet payment deadline results in automatic withdrawal of application.

5.2.6 The applicants can check the payment status and the receipt of official SAT score report from ETS online after 7 working days of payment at [www.bba.tbs.tu.ac.th](http://www.bba.tbs.tu.ac.th).

5.2.7 Incomplete applications will be dismissed with no refunds.

## 6. Application Fees

Case #1: Domestic applicants

฿900 per applicant

Case #2: Overseas applicants

US\$50 per applicant

## 7. Announcement of Applicants Eligible for Interview

7.1 The applicants must comply with the minimum score requirements set forth by the Program.

7.2 The Program Committee will determine the applicants who are eligible for the interview based on the ranking of the written exam scores.

7.3 The Program schedules the announcement of applicants who are eligible for the interview on **February 26, 2016**. The announcement is available at [www.bba.tbs.tu.ac.th](http://www.bba.tbs.tu.ac.th).

7.4 The judgment of the Program Committee is considered final.

## **8. Interview Process**

The Program schedules the interview on **March 6, 2016**. The details on interview schedule and venue are available at [www.bba.tbs.tu.ac.th](http://www.bba.tbs.tu.ac.th). The applicants must report to the Program with the following documents:

- 8.1 A two-inch photo, taken within 6 months prior to the application date.
- 8.2 The national identification card (for Thai citizens) or Passport (for non-Thais)
- 8.3 High school certification
  - 8.3.1 Graduated M.6 or equivalent level.
    - High school certificate and transcript are required.
  - 8.3.2 Currently enrolled in M.6 or equivalent level.
    - Grade report for 5 semesters during the high school study (M.4 - first semester of M.6) is required.
  - 8.3.3 Graduated high school from international school or from abroad
    - High school certificate and transcript.
    - Letter of certification of high school from Ministry of Education (If the applicants are in the process of requesting such letter from the Ministry of Education, please present the evidence stating that the request is received by the Ministry of Education) or Maine High School Equivalency Diploma or Mississippi High School Equivalency Diploma and Official Transcript of GED Tests for General Educational Development (GED).
  - 8.3.4 Currently enrolled in high school from international school or from abroad.
    - Grade report showing cumulative grade point average (GPA) to date from Grade 10 onwards.

- Letter from high school verifying graduation status.
- 8.4 The applicants must present the official documents listed in 8.2 and 8.3 and its photocopy to the Program. The applicant must verify all copies by signing applicant's name. The applicant is responsible for the consequence of any falsified information reported to the Program which may result in disqualifying from being Thammasat student.
- 8.5 The applicants unavailable for the interview on the scheduled date must follow the following instructions.
- 8.5.1 The applicants who are currently enrolled in the domestic institution and unavailable for the interview on the scheduled date must send a letter requesting the change of interview date to [bbaadmissions@tbs.tu.ac.th](mailto:bbaadmissions@tbs.tu.ac.th) (Subject: Applicant number 64X-XXX – Request to reschedule interview date) by **March 2, 2016** at 4:00 p.m. The letter must state the reasonable causes of postponement and the evidence supporting the claims must be attached for the Program's approval.
- The Program reserves the right not to postpone the interview if there is no reasonable cause for the request. The judgment of the Program Committee is considered final.
- 8.5.2 The applicants who are currently enrolled in the school abroad and would like to have the phone interview must send a letter requesting the phone interview to [bbaadmissions@tbs.tu.ac.th](mailto:bbaadmissions@tbs.tu.ac.th) (Subject: Applicant number 64X-XXX – Request to take phone interview) by **March 2, 2016** at 4:00 p.m. The letter must state the reasonable causes of phone interview and the evidence supporting the claims must be attached for Program's approval.
- The applicants must attach documents specified in 8.1 – 8.4 in the email sent to the Program. Moreover, the applicants must attach a letter stating the enrollment status from the host institute or school, in which the applicant is attending.

The Program will inform the receipt of petition request to the applicants after the Program receives all required documents. If the Program has not contacted the applicants by **March 4, 2016**, please call the Program at 66-2225-2113.

The Program reserves the right not to allow the phone interview if there is no evidence supporting the request. The judgment of the Program Committee is considered final.

## 9. Application Review Procedure

Selection criteria consist of 2 parts listed below:

### 9.1 SAT and/or SMART-I scores submission.

The minimum score requirements and weights assigned of each test are specified below:

- SAT Score

Test Section	Minimum Score Required	Weight Assigned
Math	580 points	45 percent
Critical Reading	350 points	45 percent
Total of Math and Critical Reading	1,000 points	90 percent

- SMART-I Score

Test Section	Minimum Score Required	Weight Assigned
Math	40 points	40 percent
Reading Comprehension	40 points	5 percent
English	40 points	40 percent
General Knowledge	30 points	5 percent
Total Weighted SMART-I Score	55 percent*	90 percent

\* Note that a sum of the SMART-I weighted scores on 4 parts must exceed 55 percents. The total weighted score of SMART-I written exam is 90 percent.

The Program Committee will determine the applicants who are eligible for the interview based on the ranking of the written exam scores. The judgment of the Program Committee is considered final.

- 9.2 Essay writing on unannounced topic and interview. The interview is conducted in English by the interviewers appointed by the University. The minimum score requirement on the interview is as follows:

Test Section	Minimum Score Required	Weight Assigned
Interview	5 points	10 percents

**The judgment of the BBA Program Committee is considered final.**

#### **10. Announcement of Eligibility**

The Program schedules the announcement of successful candidates who are eligible to study in the Program on **March 25, 2016** at [www.bba.tbs.tu.ac.th](http://www.bba.tbs.tu.ac.th).

#### **11. Enrollment Confirmation**

The Program schedules the announcement of enrollment confirmation on **March 25, 2016** at [www.bba.tbs.tu.ac.th](http://www.bba.tbs.tu.ac.th). To confirm the enrollment, the successful candidates must report to the Program on **March 25 – April 12, 2016** and must follow the following instructions.

11.1 Successful candidates must pay ฿70,000 to confirm the admission to the Program. The payment of ฿70,000 comprises

- (a) the orientation fee of ฿20,000
- (b) the 1st Semester of 2016 (partial) registration fee of ฿50,000.

The payment must be made via teller payment system at any branches of Krungthai Bank by **April 12, 2016**. Please follow the steps below:

11.1.1 Print the payment slip attached with the announcement of successful candidates.

11.1.2 Fill-in (a) First name and last name of applicant, (b) National identification number or passport number, and (c) Application number in the payment slip.

11.1.3 Take the completed payment slip to any branches of Krungthai Bank and make the ฿70,000 payment as specified.

11.1.4 Keep the copy of payment slip for future reference.

Failing to make the payment as required will result in the cancellation of admission to the Program.

Payment made after the specified time period will result in the cancellation of admission to the Program. The Program reserves the rights not to refund the amount paid to the candidates.

The judgment of the Program Committee is considered final.

11.2 The Program will announce the list of successful candidates who have successfully confirmed the admission to the Program on **April 18, 2016** at [www.bba.tbs.tu.ac.th](http://www.bba.tbs.tu.ac.th).

11.3 There will be no refund for both orientation and registration fee to the successful candidates who have already made payment and do not wish to enroll in the Program.

11.4 Successful candidates who enroll in the Program in the 1st semester of 2016 will pay the difference between ฿50,000 and total registration fees.

## **12. Health Examination**

The successful candidates must complete the required health examination at the public or private hospital. The health examination form is available online at [www.reg.tu.ac.th](http://www.reg.tu.ac.th). The completed and signed health examination form must be handed in when the student registers for student status.

## **13. Student Status Registration**

The student identification number is assigned to each successful candidate who has completed enrollment confirmation process. The academic calendar and schedule of freshmen activities are posted on [www.bba.tbs.tu.ac.th](http://www.bba.tbs.tu.ac.th).

Full acceptance and enrollment to the Program and student status of Thammasat University will be formally completed after all valid documents are received and, thereafter, verified with respect to the university regulations.

For more information, please contact us at:

BBA International Program

Thammasat Business School

Thammasat University

2 Prachan Road, Phra Nakorn, Bangkok 10200

Phone 0 2225 2113, 0 2225 2107

E-mail : bbaadmissions@tbs.tu.ac.th

#### **14. Qualification Requirements of Thammasat Student Status Registration**

14.1 Pass the Program's admissions requirements.

14.2 Complete M.6 or high school equivalent. On student status registration date, the applicant will be removed from admissions and denied student status without such completion.

If it is found later that the applicant does not possess the required qualifications, the University will also remove student status. No refunds are made in any case.

14.3 Must not enroll in any other university or higher educational institution in Thailand. Enrolling in two or more universities or higher educational institutions will result in the removal of Thammasat Student Status.

14.4 Note that untruthful disclosure of applicant information results in withdrawal of application or dismissal from Thammasat University. The University will, later, pursue criminal charge of using false documentation.

Announced on December 2, 2015

*[Signed]*

(Professor Dr. Somkid Lertpaitoon)

Rector