

Rule of the Ministry of Education

Evidentiary Document for Pupil/Student Admission into Educational Institutions B.E. 2548

By virtue of Section 5 and 12 of the Administrative Organization of the Ministry of Education Act B.E. 2546 (2003) and of Section 5 and 31 of the National Education Act B.E. 2542 as amended by the National Education Act (No. 2) B.E. 2545, the Ministry of Education with the approval of the Cabinet regulates the rules as follow

Rule No. 1 This Rule shall be called “ **the Evidentiary Document for Pupil/ Student Admission into Educational Institutions B.E. 2548.**”

Rule No. 2 This Act shall be enforced as of the day after its promulgation in the Government Gazette.

Rule No. 3 The Rule of the Ministry of Education on Date, Month, and Year of Birth Evidence for Student and College Student Admission into Educational Institutions B.E. 2535 is annulled.

Rule No. 4 In this Rule,

“Educational Institutions” mean early childhood development institutions, schools, learning centers, colleges, institutions, universities, education agencies, or other state or private bodies with powers and duties or aim of providing education.

“Evidence of Education” means documents as proof of education of student/post high school student including student/post high school student registration, Student Identification Book, Classroom Record, Name List, Student Transferring Introduction Letter, Transcript, Diploma, and any other equivalent documents or documents determined by the Ministry of Education serve as Evidence of Education.

“Non Governmental Organization” means Association, Foundation, or other branded organizations that are registered as juristic persons.

Rule No. 5

The educational institutions are mandated to enroll students at the legal age required to receive compulsory education.

In case of children’s relocation, the educational institutions must facilitate and provide persistent attempts for children’s enrollment in the educational institutions near new place of residence.

Rule No.6

For the enrollment of student/post high school student who has never enrolled in any educational institutions, the educational institutions shall call for one or the other evidentiary document from the list respectively for the registration of educational evidence as follow:

- (1) Birth Certificate
- (2) In the event there is no evidence specified in (1), the demand for birth record, national identification card, a host copy of the household registration or other official evidence in the similar manner shall be made.
- (3) In the event there is no evidence specified in (1) or (2), any official documents issued by the government or by the Ministry of Education can be used.
- (4) In the event there is no evidence specified in (1), (2), and (3), either parents, guardians or non-governmental organizations shall complete the personal record form appended with this Rule to be used for educational registration.

- (5) In the event there aren't persons or organization specified in (4), the interview of the enrolling person or other related people is required in order to complete the personal record form appended with this Rule to be used for educational registration.

Rule No.7

The Educational Institutions shall maintain the copies specified in Rule No. 6 (1), (2), and (3) which have been guaranteed as authentic and return the originals to the guardians.

As per the personal record document specified in Rule No. (4) and (5), the original shall be kept at the concerned Educational Institutions.

Rule No. 8

During the school enrollment, if there is any evidentiary documents stipulated under the law on Civil Registration presented later, the educational institutions shall make corrections to the educational evidence in consistence with such documents following the Ministry of Education's rule on correction procedures.

Rule No. 9

For recording in the educational evidence, the Educational Institutions shall do the following:

1. For educational evidence issued for each individual such as student identification book, student transferring introduction letter, and diploma, do not write down any remark.
2. For educational evidence in form of collective documents for the purpose of recording students' information of the whole class or more than one student such as student registration, classroom record, name list, the person in command of the educational institutions or his/her delegate shall only note in the remark box together with signature stating that "absenting legal proof issued according to the law on Civil Registration"

Rule No. 10

The Permanent Secretary of the Ministry of Education shall be authorized to oversee, interpret and resolve the application of this Rule.

Given on date 5th September B.E.2548 (2005)

Jaturon Chaisang
Minister of Education

Personal Profile

Written at

Date

.....Month..... B.E.....

I ,....., have a relationship to applicant as.....
Residence Address No..... Moo..... Trok/Soi..... Thanon/Street.....
Tumbon/Khwang (Subdistrict)..... Amphor/Khet (District)..... Province.....
Post code..... Telephone..... Fax.....

Report detailed of personal profile for the submission of school admission in accordance with Rule of the Ministry of Education on Evidentiary Document for Student and College Student Admission into Educational Institutions B.E.2548 as follows:

1. Name- family name of the applicant..... Date of Birth

Race..... Nationality..... Place of Birth: Tumbon/Khwang (Subdistrict).....
Amphor/Khet(District)..... Province..... Country..... Citizen
Identification No.....

2. Name- family name of father..... Occupation.....

Race..... Nationality..... Place of Birth: Tumbon/Khwang (Subdistrict).....
Amphor/Khet(District)..... Province..... Country..... Citizen
Identification No.....

3. Name- family name of mother..... Occupation.....

Race..... Nationality..... Place of Birth: Tumbon/Khwang (Subdistrict).....
Amphor/Khet(District)..... Province..... Country..... Citizen
Identification No.....

4. Name- family name of guardian..... Occupation.....

Race..... Nationality..... Place of Birth: Tumbon/Khwang (Subdistrict).....
Amphor/Khet(District)..... Province..... Country..... Citizen
Identification No.....

5. Name of the private organization guarding the applicant.....

Locate at Moo..... Trok/Soi..... Thanon/Street.....
Tumbon/Khwang (Subdistrict)..... Amphor/Khet (District)..... Province.....
Post code..... Telephone/Fax.....

I hereby certify that above statements are true in every respect.

Applicant Photo	Right Thumb or Left Thumb of the Applicant
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(Signature).....Informer/Writer
(.....)
(Signature).....Notified Official
(.....)
(Signature).....Finger print taker
(.....)/Witness

(Signature).....Witness
(.....)