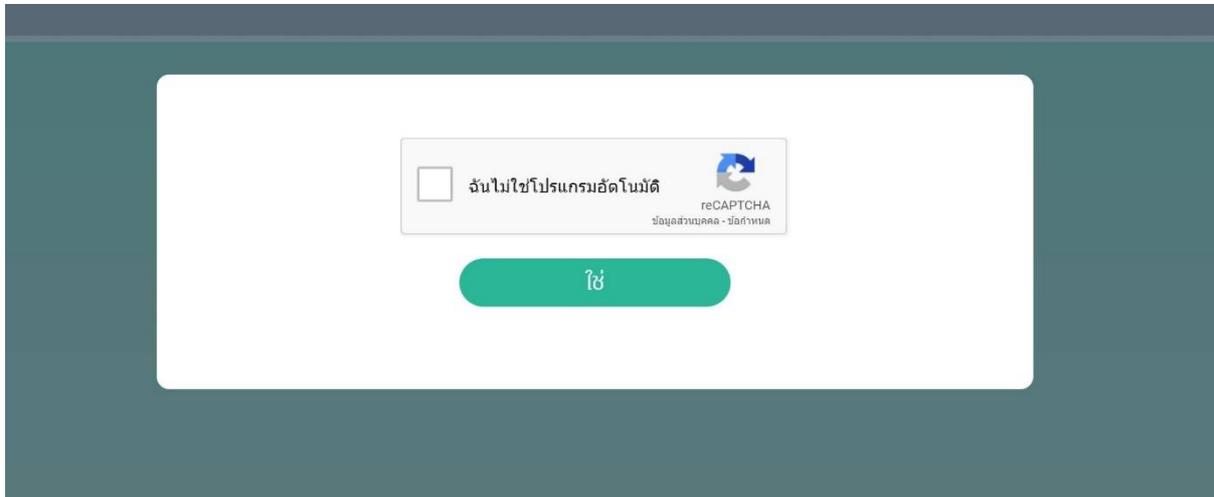# Instruction on how to register in TCAS:
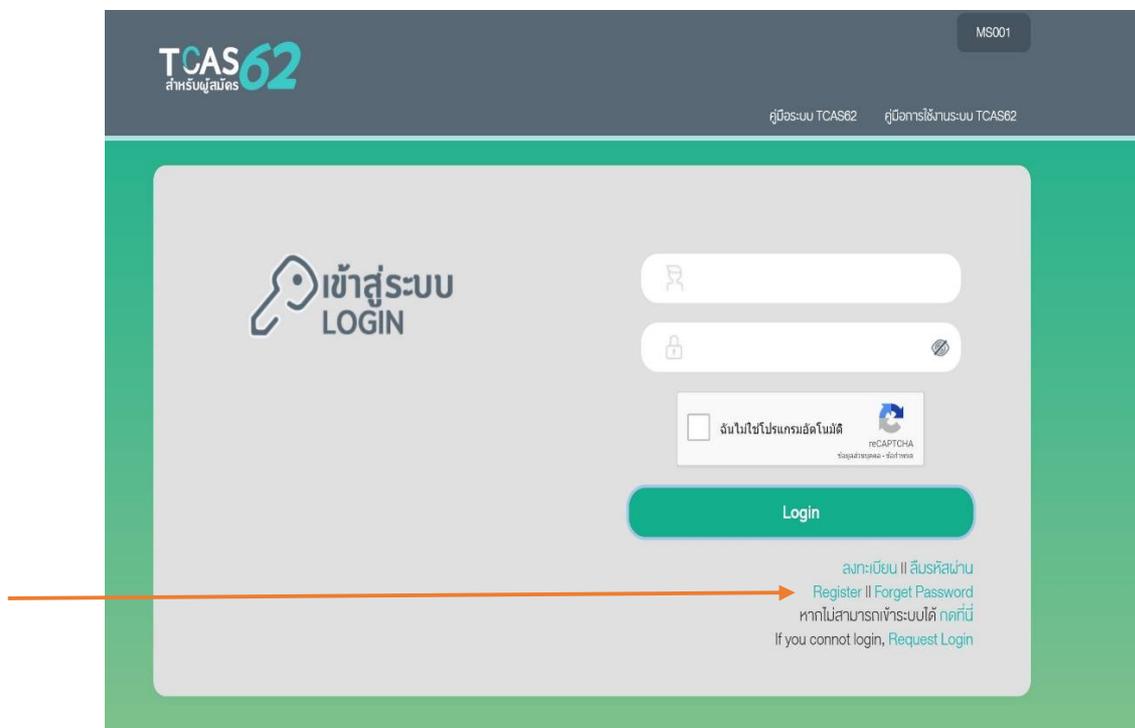
Step 1: Visit TCAS Registration page at https://student.mytcas.com/TCASStudent/SP_Login.aspx

You might see a pop-up window written in Thai as in this picture:

This basically asks to confirm that you are not a robot. Please tick on the white box, then click the green button to confirm that you are not a robot.

Step 2: For a first time user, click on Register under the Login Bar

Step 3: Once you click Register, there will be a pop-up window for declaration in Thai language.

The translation on this message is:

1. I hereby give permission to the Council of University Presidents of Thailand for the use of my application details in TCAS. I consent to having my personal information transmitted to and processed in admission systems at an institution that I will be applying for.
2. I hereby acknowledge and understand all provide information with fraudulent and/or any action/taken for any other individual without permission is illegal.
3. (The message after the check box) I certify that I understand and accept all condition stated in TCAS62.

   Step 4: Click on the check box, follow by pressing on "มีบัตรประจำตัวประชาชน (I have Thai National ID Card)" if you have a Thai National ID Card. If not, press on " NO Thai National ID Card"

   Step 5: The next window, you should be able to register by filling in all required fields, marked with asterisk, *.
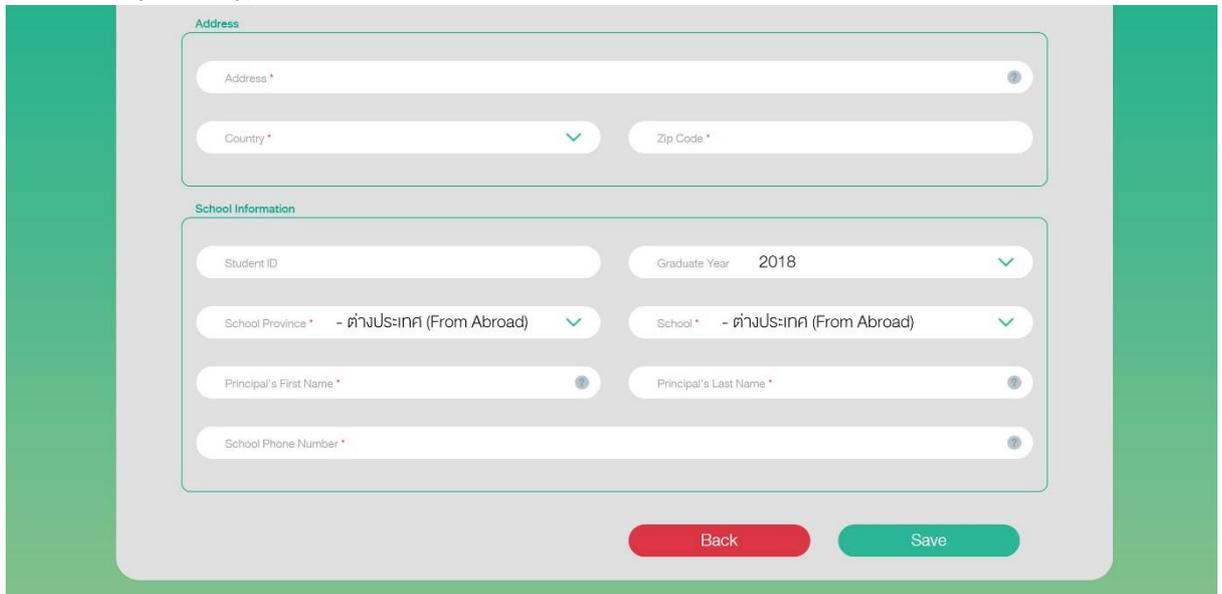
In the "School Information" part, the field "School Province" and "School*"

For applicant whose school is located outside of Thailand, you may choose "-ต่างประเทศ (From Abroad)" which means "abroad" in both field in the drop-down list (first and second in the list, respectively)

Step 6: After you save your information, "Information Verification" will ask to verify your information. You will need to upload a picture of yourself holding your passport/National ID card as demonstrated in the example. Then click "Confirm". The system then will ask you to check your email.

example picture

example picture

The face and passport/ID card image :: (Must have a file size of less than 2Mb. and file .JPEG) *

Choose File   No file chosen

Other documents :: (Must have a file size of less than 2Mb. and file .PDF)(if there is)

Choose File   No file chosen
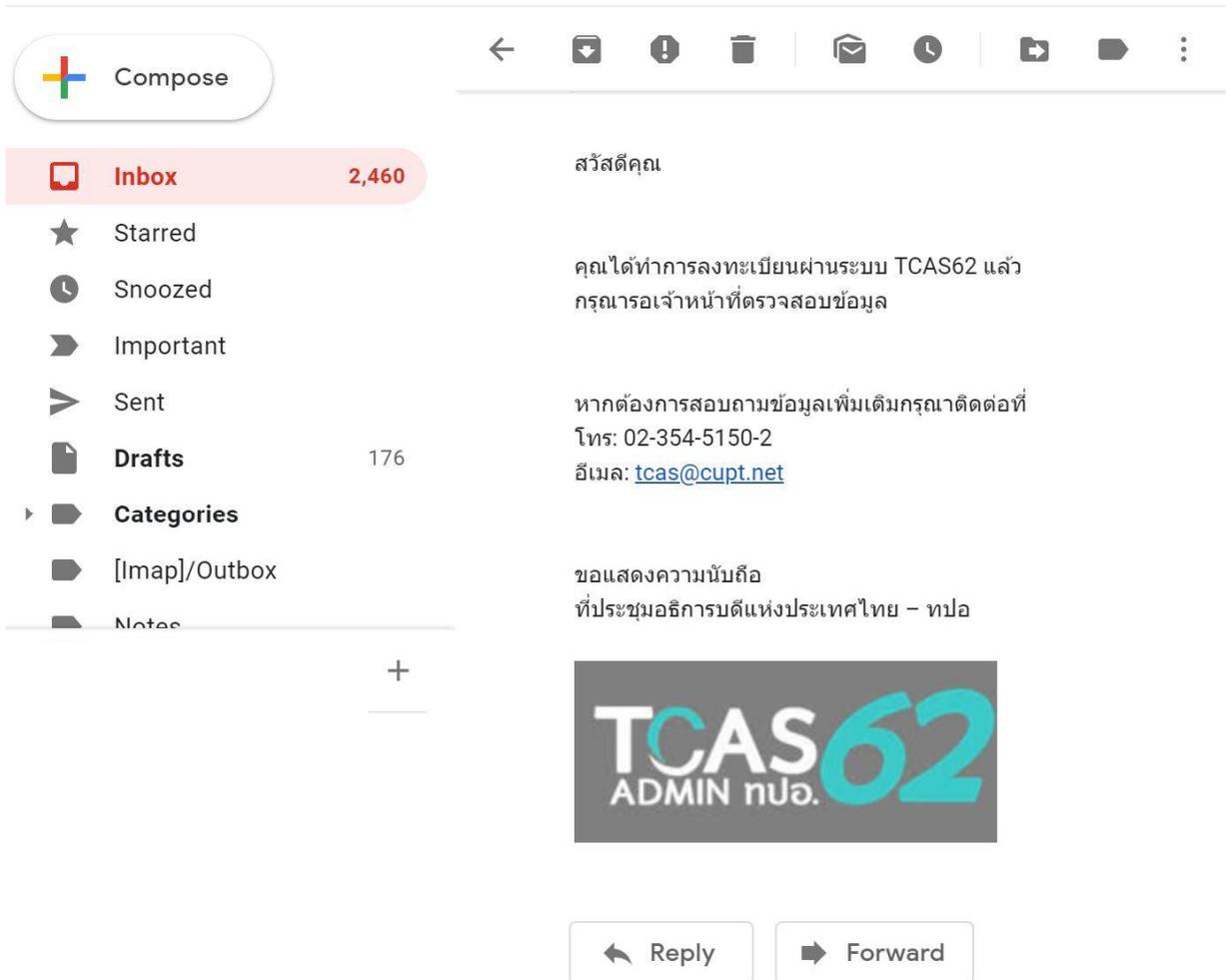
Change   Confirm

School Phone Number *   053943326

Address

Address *   6

Country *

Save information. Please check your email box to set up password

YES

School Information

Student ID   1

School Province *   - ต่างประเทศ (From Abroad)   School *   - ต่างประเทศ (From Abroad)

Step 6: You should receive an email from TCAS. The email will be in Thai and mainly states that they acknowledge that you have registered in their system. Your information is under reviewed by their officer. If you have any inquiries, you may contact them at the phone number (+66)2354-5150, (+66)2354-5151 or (+66)2354-5152, or by email tcas@cupt.net

Compose

Inbox   2,460
Starred
Snoozed
Important
Sent
Drafts   176
Categories
[Imap]/Outbox
Notes

+

สวัสดีคุณ

คุณได้ทำการลงทะเบียนผ่านระบบ TCAS62 แล้ว
กรุณารอเจ้าหน้าที่ตรวจสอบข้อมูล

หากต้องการสอบถามข้อมูลเพิ่มเติมกรุณาติดต่อที่
โทร: 02-354-5150-2
อีเมล: tcas@cupt.net

ขอแสดงความนับถือ
ที่ประชุมอธิการบดีแห่งประเทศไทย – ทปอ

↩ Reply   ➡ Forward

Step 7: You should receive another email entitled "TCAS62 Verification Code", when you will have a link to verify your identity. You need to activate your TCAS account by input the verification code that you should receive from your provided email address after you login back to the TCAS system.

May you have any inquiries based on TCAS registration, please contact: tcas@cupt.net

After you obtain TCAS ID, please come back to input it in CMU-TCAS system.