

# Student Manual for recording Student Personal Information

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King Mongkut's University of Technology Thonburi requires new students at all levels (Bachelor's, Master's and Doctoral Degree) to record personal information in the New ACIS system at

<https://sinfo.kmutt.ac.th/NewAcis/loginNewStudent.jsf>

## How to update or edit personal information.

1. Login to New ACIS
2. Record details and make sure all information is correct (details of how to record information and suggestions are on the next page)
3. Read the suggestions and click 'Accept' to record personal information.
4. Make sure to record all sections and click 'accept'
5. Students must follow the university suggestion for uploading files.
6. Students can edit information by themselves, but after each editing, students must click 'accept'.

Before recording information, students must read and complete all sections. Required information indicated by red \* must be filled.

Suggestions: Before recording personal information, students must prepare all necessary documents for each section. The system will automatically log out every 15 minutes and students must login again.

## Login

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1. Login to New ACIS : <https://sinfo.kmutt.ac.th/NewAcis/login.jsf>

Username : Student's Identification Number

Password : Citizen Identification Number/Passport Number



### Welcome new students

Please login. To access the system.

Student Code : Please Enter Student ID

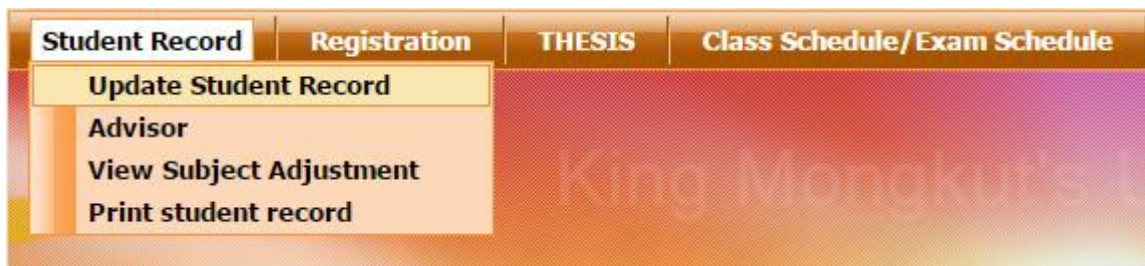
Password : Please Enter Identity card ( Passport No For foreign students )

Student Service Center: For more information.

Tel. 0-2470-8148


Note: The browsers supported are Internet Explorer 8.

2. Select Student Record > Update Student Record



**Student's information**

Student ID. Code : 60XXXXXXXXXX นายXXXXX XXXXX (MR.XXXXX XXXXXX)	Student's KMUTT email address :
Education level : Bachelor Degree	Your email address : newstudent@kmutt.ac.th
Faculty : Faculty of Engineering      Department : Department of Tool and Materials Engineering	Field of study : Automotive Part Manufacturing Engineering
Degree program : 25590015: Bachelor of Engineering Program in Automotive Part Manufacturing Engineering 4-year undergraduate program	Academic year : 1    Room : A
Type of student : 4-year undergraduate program      Major:	Minor:
Plan :	
Study Status : General	เกียรติคุณบัตรอันดับที่ : -
Student status : Normal	

Student ID. Code: 60XXXXXXXXXX	Name (Thai): นายXXXXX XXXXX	
Identification card number: XXXXXXXXXXXXX	Name-Family Name (English): MR.XXXXX XXXXXX	
Passport number:		
Gender: Male		
DOB: XX / XX / XXXX		
Student status: Normal	Study Status: General	Others:
Semester: 1	Year of enrollment: 2560	Date of enrollment:
Faculty: Faculty of Engineering	Department: Department of Tool and Materials Engineering	Field of study: Automotive Part Manufacturing Engineering
Degree program: Bachelor of Engineering Program in Automotive Part Manufacturing Engineering 4-year undergraduate program		
Type of student: 4-year undergraduate program	Room: A	Academic year: 1
Major:	Minor:	
Degree: Bachelor of Engineering (Automotive Part Manufacturing Engineering)		
Advisor:	Co advisor:	

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Please click Next>> to update profile

After completing the login procedure, students will go to the Academic Information System page. This is the first page of the student's information page which will display the student's ID, name and other details.

From this page, students will see brief details of student at the top, and at the bottom there will be student's details. Please make sure that all information is correct.

**Advice**

**Student's profile Registration**

Students who would like to request a parking space at the Parking Building must pay a parking fee in accordance with university regulations.

**Suggestions**

Record Student's Information as follows:

Step 1: Check Student's ID, name and Study Programme.

Step 2: Complete sections 1-12 (\* Must be filled).

Step 3: Click 'Save', to record information.

Step 4: Make sure the information is correct (students can print the information to check).

Step 5: Print the registered course record and bring it on the new students' enrollment and orientation day.

Student must record information and print it before the registration day or within the specified period.

If you have any questions or the information is incorrect, please directly contact New Student Service at 0-2470-8148.

**Remark**

(1) If you do not fill space marked with (\*), you cannot go to the next page.  
(2) Please make sure your name in the personal information is correct, as this will appear in the Student ID Card.  
(3) If you change your name or your last name before the enrollment and registration date for new students, please inform the officer in charge. Students must bring in a name change certificate on the registration day.

All information is confidential and important. The university will give access to this information only for the benefits of the students. If any students purposely record incorrect information, they will be in violation of university regulations and subject to punishment.

**Accept**

After clicking "Next", there will be a popup display showing the steps to record students' personal information. Students must follow the instructions to complete all 12 sections and after completing, click 'Save'. Students can print 'the Records' to check. Required information indicated by \* must be completed and after reading the suggestion, click 'Accept' to go to 'Recording Students' Personal Information.

## Record and verify personal information

Please make sure that all information recorded is true; otherwise you will be in violation of university regulations and may be punished. There are 12 parts in the 'Student Record Form' as follows:

1. Student's information
2. Home Address
3. Current Address
4. Education background
5. Admission to the University
6. Health Information
7. Father Information
8. Mother Information
9. Supporter Info
10. Financial Information
11. Working information
12. Distinguished study Award

### Section 1 : Student's information.

Name (En)*: <input type="text"/>	Surname (En)*: <input type="text"/>
(First name and Surname must be capital letters)	DOB*: <input type="text"/>
Mobile*: <input type="text"/> Example "089123XXXX"	Your email address*: <input type="text"/>
Student's KMUTT email address: <input type="text"/>	Blood group*: <input type="text"/>
Marital status*: <input type="text"/>	Nationality *: <input type="text"/>
Race*: <input type="text"/>	Country*: <input type="text"/>
Religion*: <input type="text"/>	The province that you live with the longest period: <input type="text"/>
Birth province: <input type="text"/>	Number(s) of relatives*(including yourself)*: <input type="text"/> Person (Including student)
Number(s) of relatives*: <input type="text"/> Person (Including student)	Number(s) of relative who is/are now studying*: <input type="text"/> Person (Including student)
You are ranked as ... child of the family.*: <input type="text"/> (Alive siblings)	Who/Where do you live(with) during your study period?*: <input type="text"/>
	Status of parents*: <input type="text"/>
	(The marital status of parents)
	Military Status*: <input type="text"/>
	Female student please click "others", male student please click continue.

\*Check/Record your English name in capital letters, e.g. ABCDEFG STUWXYZ

\*Mobile phone number must be recorded without (-), e.g. 080123XXX

\*The first e-mail will be provided by the university. You must use this e-mail because all necessary updates from the university will be sent to university e-mail only.

\* You must fill the second e-mail with your current e-mail, which will be used for initial contact from the university. This can be edited at any time.

- \* Blood type
- \* Nationality/Citizenship
- \* Country; the default country is 'Thailand', but it can be changed according to your country of origin
- \* Hometown
- \* Family information, please enter number of siblings including yourself
- \* Current Address
- \* Parents Status
- \* Military Service: Male students can choose from the listed information; Female students choose 'Other'
- \* Marital Status
- \* Religion

\* Special Ability: students choose either they have any special ability or not. If students choose 'Have special ability'; there will be an 'Add' button for you to add your special ability. This information will be added in your profile.

**Attached Files**

No.	File document type	File type	File size	File sample
1	House Registration Form	PDF	15024	<a href="#">sample1HOME.pdf</a>
2	An original National ID Card or Passport (foreign students only)	JPG	15000	<a href="#">sample1TNS.jpg</a>
3	Digital Photograph	JPG	1024	<a href="#">sample1pic.jpg</a>
4	Original documentation demonstrating completion of education	PDF	15024	<a href="#">sample1TSN.pdf</a>

Type of document\*:  Select file :

No.	File name	Preview	
1	Digital Photograph		<a href="#">Delete</a>
2	An original National ID Card or Passport (foreign students only)		<a href="#">Delete</a>
3	Original documentation demonstrating completion of education		<a href="#">Delete</a>
4	House Registration Form		<a href="#">Delete</a>
1	Original documentation demonstrating change of title or name/last name		<a href="#">Delete</a>
2	Digital Photograph		<a href="#">Delete</a>
3	Original documentation demonstrating change of title or name/last name		<a href="#">Delete</a>
4	House Registration Form		<a href="#">Delete</a>
1	Digital Photograph		<a href="#">Delete</a>
2	Original documentation demonstrating change of title or name/last name		<a href="#">Delete</a>
3	House Registration Form		<a href="#">Delete</a>
4	Original documentation demonstrating change of title or name/last name		<a href="#">Delete</a>

\* Students must prepare all listed documents before recording personal information. Students can read suggestions for uploading files, and then click 'Next' to go to

## Section 2 : Residence address (at your country).

\* Fill in all necessary information. Student's address will appear on the right side. The address will appear on the top right of an envelope, so please make sure that it is the correct address. You can edit the information, then click 'Refresh'.

\* Home phone number: record without (-) e.g. 024708000

If students need to edit information, click 'Back' and the dialog box: 'Do you want to edit your information?' will appear, after you are certain about all information, click 'Next'.

Country\*:

Address\*:

**Address shown in front of the letter**

\*Please check the correctness of your information shown in front of the letter.

## Section 3 : Current Address.

\* Record your home address

\* If you do not have a new address yet, you could use your home address by putting a tick [  ] in the box 'Use same address as home address'. The information will automatically be filled. Then, click 'Next'.

Please clicks, if student has the same address as in the house registration.

Country\*:

Province\*:

District\*:

Sub-district\*:

Postal code\*:

Address\*:

No :

Soi :

Street :

**Rent**

Rent room:  Rent floor :

Rent building:

Telephone :

Example "02373XXXX" or "034242XXXX"

**Address shown in front of the letter**

\*Please check the correctness of your information shown in front of the letter.

#### Section 4 : Education background.

- \* Select 'type of certificate' that students used to apply at KMUTT, e.g. High School Certificate. The English version will automatically appear.
- \* Select 'major'. If your major is not on the list, choose the closest major.
- \* Select 'major used to apply at KMUTT', but this is not compulsory.
- \* Select 'country of graduation'.
- \* Select 'school'. If your school is not on the list, please contact the Registrar Officer.
- \* Record 'Date of Graduation'. You can see this on your transcript.
- \* Record 'your GPA', but this is not compulsory.

Degree used for application (Th)\*:

Degree used for application (En) :

Field of study used for application\*:

Major subject used for application:

Country where you graduated\*:

School / Academy where you are graduated\*:

Province:

Graduated Date\*:

GPA.:

#### Section 5 : Admission to the University.

- \* Select 'admission round that you had applied to KMUTT'
- \* Select 'Have you ever studied at KMUTT or not'; if you have previously studied at KMUTT, add information about department and faculty.
- \* Select 'Have you ever studied at other institutions or not'; if you have previously studied at other institutions, please add information about your department and faculty.

Application No. :

Number of examinations / selection of students on campus\*:

Enrollment to be a KMUTT student\*:  Never  I used to be KMUTT student.

Study by:  Central admission  Direct admission  Specific group  Others

I used to be student of the universities/institutes\*:  Never  used to be.



## Section 6 : Health information

\* Select the information that is true for you, e.g. ‘Have you ever been seriously ill or had an accident?’ ‘Select’ ‘YES’ or ‘NO’ that is true for you. If students select ‘Yes’, students must provide additional information.

Have you ever had a serious accident or been seriously sick? :

No  Yes

Have you ever had any disability? :

No  Yes

Have you ever had congenital disease? :

No  Yes

Have you ever had any medical allergy history? :

No  Yes

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## Section 7 and Section 8 : Father and Mother Information

\* Record your parents’ information

\* In ‘Marital Status’, if you do not have information about your parents, please contact the Registrar’s Office.

\* If you select ‘Deceased’, other information fields will not be available.

\* Record current address; if it is the same address, tick [ ✓ ] in the box ‘Use same address as home address’. The information will automatically be filled in.

\* Record parents’ contact number such as phone number or e-mail.

\* Record parents’ employment details, workplace, position and telephone number.

\* Select ‘highest education.

\* Select your parents’ monthly income:

- |  |   |
|--|---|
| <input type="checkbox"/> No income             | <input type="checkbox"/> below 6,500 Baht   |
| <input type="checkbox"/> 6,501-12,500 Baht     | <input type="checkbox"/> 12,502-18,500 Baht |
| <input type="checkbox"/> 18,501-25,500 Baht    | <input type="checkbox"/> 25,501-35,000 Baht |
| <input type="checkbox"/> More than 35,000 Baht |   |

\* Please record true information

Title\* :

Status\* :

Race\* :

First name\* :

Age\* :  Year

Nationality\* : TAIWANESE

Lastname\* :

Religion\* :

### Currently address

Please click, if student has the same address as in the house registration.

Country\*:

Address\*:

**Address shown in front of the letter**

\*Please check the correctness of your information shown in front of the letter.

Home phone :  Example "02373XXXX" or "034242XXXX"

Mobile phone :  Example "089123XXXX"

E-mail:

### Work Detail

The highest education level\*:  (Other)Please,specify :

Career\*:

Company's name:

Position:

Telephone:  Example "02373XXXX" or "034242XXXX"

Income range\*:  Average income per month\*:  Baht

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## Section 9 : Supporter information

\* Select the relationship between the guardian/surety and yourself. This person will automatically be your surety. Your guardian must have a registered home address in Thailand. If your guardian is not your parent, please specify your relationship:

- Father     Mother     Paternal Aunt/Uncle     Maternal Aunt/Uncle  
 Paternal Grandparents     Maternal Grandparents     Husband/Wife

Click 'Next'.



## Section 12 : Distinguished study Award.

\*Awards and Scholarships (Figures 19-20)

\*Please note that if students have previously received awards or scholarships, students must add details as necessary and then click 'Next'.

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### Distinguished study Award

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Student ID. Code :		Student's KMUTT email address :	
Education level :		Your email address :	
Faculty :	Department :	Field of study :	
Degree program :		Academic year :	Room :
Type of student :	Major:	Minor:	
Plan :			
Study Status :	Graduate status	เกียรติคุณมอบอันดับที่ :	
Student status :			

Did you receive any distinguished learning awards for former schools / institute?

- No  
 Yes

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### Awards

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Did you receive any awards from former schools / institute?

- No  
 Yes

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### Activities

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Did you join in any activities at former schools / institute?

- No  
 Yes

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### Scholarship

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Did you being granted any scholarship from former schools / institute?

- No  
 Yes

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All information is confidential and important. The university will give access to this information only for the benefits of the students. Any incorrect information will be the responsibility of the student. Students can edit information by clicking 'Back' to edit information. Then, click 'Accept' to save your personal information.