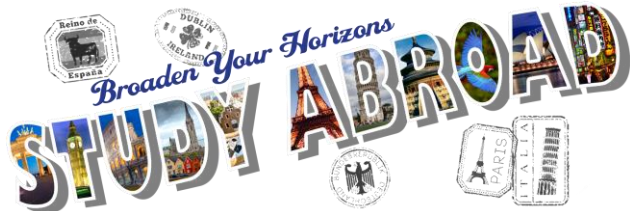




# TBS Exchange Program



## TERMS & CONDITIONS

1. Earn minimum credits required per semester by Host and Home University  
Undergraduate Level: min of 9 credits, at least 3 credits under TBS  
Graduate Level: min of 3 credits, at least 3 credits under TBS
2. Students in the exchange program are ambassadors for Thammasat Business School. They are required to participate in promotional activities at the host institution for the duration of the experience and agree to abide by the rules and regulations of the host institution.
3. If a student withdraws from the exchange program after being nominated to the host institution, without valid reasons, he/she will be penalized or fined according to the terms specified in the contract.

## Online Application Procedure

Step 1: Please apply for TBS Exchange Program at <http://db.tbs.tu.ac.th/outgoingform/>

Step 2: Complete application form and upload required documents. (Online Submission only)

Step 3: Check your email to ensure that the online application is completed.

## TBS Exchange Program

Fall: August – December

Spring: January – May

Summer: June – July

## Partner Universities:

<http://inter.tbs.tu.ac.th/index.php/partner-universities/>

## Applicant's Qualifications

1. Full-time Undergraduate or Graduate of Thammasat Business School.
2. At least one year of studies at Thammasat Business School for Undergraduate Level and at least one semester of studies for Graduate Level.
3. Good academic performance.
  - Cumulative GPA must reach the requirement of Partner Universities.
  - iBT TOEFL score at a minimum of 79 or IELTS score at a minimum of 6.5 to apply for the TBS exchange program

**\*\*\* The scores and others requirements must also reach the requirement of Partner Universities.**

## Documents Need

1. one-inch photo, taken within 6 months prior to the application date
2. Transcript
3. TOEFL or ILETS score report (The score must be valid until May for Fall Semester and Nov for Spring Semester)
4. Course Transfer form (Only for the First Rank of your 10 Ranking Universities)
5. Essay
6. Curriculum Vitae

<b>Application Deadline</b>	<b>TBA</b> <i>(Approximately in Jan)</i>
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## Before Your Exchange

1. Apply to your Host Institution  
Contact the “Coordinators” of your host university (CIA has sent them your email, please stay tuned)  
You will receive the information about Academic calendar, important deadlines, Grading system, Cost of living, accommodation, Proof of Financial Support from host university.
2. Send the “**Course Transfer Form**” to get the course approval to CIA.
3. Obtain “Letter of Acceptance” and documents for visa application.
4. Obtain your passport.
5. Apply for a Student VISA.
6. Arrange for health and travel insurance.
7. Obtain Vaccinations.
8. Buy the ticket.

## During Your Exchange

1. Send the “**Confirmation of Arrival at the host Institution**” Within **2 weeks** after arrived at the host University to CIA.
2. Attend “Orientation” at Host University
3. Send the “**Official Course Registration Report**” within **3 weeks** after the semester starts or **1 week** after add/drop period to CIA.  
(If you want to change or add new courses, please email the “**Course Transfer Form**” to CIA for an approval.)

## Before Leaving Host University

1. Send the “**Confirmation of Departure at the Host Institution**” Within 2 weeks before the semester at the host institution ends.
2. Make arrangements to have your “Transcript of Records” (Official and in English) sent to CIA Office.

## After Your Exchange

1. ALL grades earned following the “**Official Course Registration Report**” must be transferred back to TBS.
2. Share your exchange experiences with your friends and junior students.
3. Advise the new outbound batches.

Noted that the mentioned form are downloadable at: <http://inter.tbs.tu.ac.th/index.php/outgoin/>

## Transferring Credit

Please check for the course equivalency and grade equivalency at:  
<http://inter.tbs.tu.ac.th/index.php/outgoin/>



Request for  
More Information

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