



**ANNOUNCEMENT**  
**National Institute of Development Administration Application**  
**for Admission (Special Program Applicants)**  
**Master of Arts Program in Law for Management (English Program)**  
**Class 1, Semester 1 Academic Year 2025 (Round 2)**

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The National Institute of Development Administration (NIDA) is accepting applications for admission to the Master of Arts Program in Law for Management (English Program), Class 1, special program classes (to study on Wednesday: 06:00 p.m. – 09:00 p.m. (Online) and Saturday: 09:00 a.m. – 04:00 p.m. (Onsite).), for the 1<sup>st</sup> semester of the academic year 2025.

### 1. Qualifications of Applicants

- 1.1 Applicants must hold a bachelor's degree or a certificate equivalent to a bachelor's degree in any field from any government or private educational institution both domestically and internationally that is certified by the Office of the Civil Service Commission or the Office of the Higher Education Commission.
- 1.2 Applicants be able to present a letter of reference or certification from a supervisor/employer certifying that the applicant's position and period of work experience are in line with those written in the application form. Any applicant who is a self-employed lawyer or a freelancer must provide some legal documents or evidence of his/her occupation or profession, such as company certificate, juristic person certificate, etc.

### 2. Application

Apply online by following these steps:

- 2.1 Go to the Institute's website at <https://entrance.nida.ac.th>
- 2.2 Log in to the system. For new users, register to get into the online application system.
- 2.3 Input the data to request a password.
- 2.4 Set a password and confirm the password.
- 2.5 Choose a school and a program of study for application form.
- 2.6 Fill out applicant's profile information.
- 2.7 Save the application information, verify the information and confirm the application.
- 2.8 Print out an invoice of application fee. Make the payment of **1,000 baht application fee** via the following options:
  - Pay by credit card. Please read a manual for credit card payment at <https://nida.ac.th/wp-content/uploads/2024/05/credit-payment.pdf>
  - Pay at any branches of Bangkok Bank Public Company Limited; or
  - Pay at any Counter Service Centers (at 7Eleven stores); or

- Pay via SWIFT payment

**Bank name:** Bangkok Bank Public Company Limited

**SWIFT Code:** BKKBTHBK

**Account Name:** National Institute of Development  
Administration

**Account Number:** 944-0-01341-6

2.9 Applicants are required to attach evidence of payment to their application documents.

2.9 Upload the required documents onto the Attached Files System or send the documents by e-mail to [applynida-t@nida.ac.th](mailto:applynida-t@nida.ac.th), or by regular mail to: the Educational Service Division, The National Institute of Development Administration, 148 Serithai Road, Klongchan, Bangkok, Bangkok 10240, Tel. 0-2727-3370-73. Please note in the subject or on the envelope “Application documents for Master of Arts Program in Law for Management (English Program)”.

### **Notes:**

- 1) The paid application fee is non-refundable.
- 2) The submitted documents will not be returned.
- 3) If applicants are unable to complete the documentation and payment process, the application will be considered invalid and the applicants will not be eligible for any examinations for admission.
- 4) The examination application is complete when the Institute verifies the application documents and payment made within the prescribed time. Applicants can check their application status two days after the payment has been made at <https://entrance.nida.ac.th>

### **3. Required Documents**

- 3.1 A completed application form: <https://law.nida.ac.th/student-application-form/>
- 3.2 Two of 1-inch photos taken no more than six months prior to the application date
- 3.3 Two copies of a Bachelor’s Degree diploma. If the degree diploma is in any language other than English, a certified translation of it should be provided.
- 3.4 A copy of complete official transcript(s) of undergraduate studies. If the transcript is in a language other than English a certified translation of it should be provided.
- 3.5 A copy of an identification card or a passport (for non-Thai applicants)
- 3.6 Evidence of any change of name (if applicable)

**Note:** Applicants must submit all required documents before the interview date; otherwise, the application will be considered incomplete and will be voided. The student status will be automatically terminated, or subject to NIDA council’s discretion.

### **For applicants who graduated from an institute outside Thailand, the following documents are required:**

- A Letter of Confirmation on Standard Curriculum for the Bachelor’s Degree, which can be obtained by submitting a request along with a copy of a complete transcript directly to the Bureau of Standards and Evaluation at the Commission on Higher Education in Bangkok, Thailand (Contact the Educational Service Division for more information)

- An Official Letter of Certification for their Bachelor's Degree with their University Council's approval as well as a complete transcript with the specified date of graduation. This can be sent directly to an email address: **applynida-t@nida.ac.th**. Please specify in the email subject “ **Application for Admission to Master of Arts Program in Law for Management (English Program).**”

**Note:** Applicants graduated from an institute outside Thailand must submit these documents before the class start; otherwise, the application will be considered incomplete and will be voided. The student status will be automatically terminated, or subject to NIDA council's discretion.

**NIDA reserves the right to examine documents and eligibility of an applicant at any time. If applicants are later found ineligible for admission after the acceptance has been given, the announcement of acceptance shall be considered null and void.**

#### **4. Selection Procedure**

- 4.1 Written examination and Interview (online)
- 4.2 The committee will evaluate applicants based on the following criteria:
  - 1) English proficiency
  - 2) Perspectives, concepts, attitudes and visions relating to Law for Management
  - 3) Educational background, work experience, and current job responsibilities
  - 4) Critical and logical thinking
  - 5) Personality
  - 6) Opportunities for career advancement
- 4.3 Any decisions regarding the admission of students are subject to the discretion of the selection committee.

#### **5. Admission Schedule**

<b>Activity</b>	<b>Round 1/2025</b>
Call for application	Now – June 26, 2025
Announcement for a written examination	July 3, 2025
Written examination (online)	July 5, 2025 (01.00-04.00 P.M.)
Announcement for an Interview	July 16, 2025
Interview (online)	July 18-20, 2025
Announcement of Admission Result	July 25, 2025
Commencement date for study	August 9, 2025

A list of successful applicants admitted to the program will be announced at NIDA's website: <https://law.nida.ac.th/program/master-of-arts-program-in-law-for-management/>

## 6. Further Inquiries

### 6.1 The Graduate School of Law

Tel. +66 (0)88 022 6789

E-mail: [magsl@nida.ac.th](mailto:magsl@nida.ac.th) Website: <https://law.nida.ac.th/>

### 6.2 Educational Service Division

Tel. +66 (0)2 727-3370 - 3373

E-mail: [applynida-t@nida.ac.th](mailto:applynida-t@nida.ac.th) Website: <https://edserv.nida.ac.th>

## 7. Personal Data Protection

The Institute shall have the right to collect, use and/or disclose personal data of the selected applicants for the purpose of educational implementation in accordance with duty and authority of the Institute as well as to protect their personal data according to the Personal Data Protection Act, B.E. 2562 (2019).

### **\*\* Cautions for All Applicants \*\***

**The applicants must ensure they meet all the requirements announced by NIDA. Should the Institute find any applicant not meeting the requirements, that applicant will be disqualified and not eligible for consideration. Any payments previously made are non-refundable under any circumstances. In case the admission results are already announced, the application of the successful applicants who do not meet the requirements will be nullified.**

**Depending on the number of enrollees, the Institute reserves the right not to offer any of the programs of study as specified in the curriculums in any given semester but may resume the program in a subsequent semester.**

**The Institute reserves the right to make adjustments relating to the admission schedules without prior notice.**

Announced on April 18 , 2025



(Associate Professor Dr. Sombat Kusumavalee)  
Vice President for Academic and International Affairs