

TGGS Student Guideline for Exchange Students

Dear TGGS Exchange Students,

First of all, congratulations to be the exchange student at TGGS and welcome to TGGS in this academic year. Please find the guidelines, general information and additional information as attached.

GUIDELINES AND GENERAL INFORMATION:

Acceptance and Student Visa Procedure:

1. The acceptance letter from TGGS will be sent to you via email. You can use it to apply for the student visa at The Royal Thai Embassy in your (home) country. Please make sure that you have the student visa upon the arrival in Bangkok. **Without the student visa, YOU CANNOT BE ENROLLED AS TGGS EXCHANGE STUDENT.**

According to the new visa application process, the reservation number issued by the Royal Thai Consulate, Bangkok, Thailand may be required, therefore, TGGS Academic Affairs will issue the letter indicating that you are an exchange student at TGGS-KMUTNB to the Royal Thai Consulate in Bangkok, Thailand, then the Royal Thai Consulate in Bangkok will inform the Royal Thai Embassy in your country. This process may take around 2-4 weeks. **During this waiting period, please apply for the student visa at the Royal Thai Embassy in your country with a hard copy of TGGS acceptance letter.** If the Royal Thai Embassy does not issue the visa to you, please wait until you receive the reservation number from TGGS Academic Affairs. This reservation number is in a format of "Thai Date". Then, you will give this reservation number to the Royal Thai Embassy along with required documents for the visa application.

Remark:

- The basic information about Visa for KMUTNB International Student and How to get to KMUTNB is available at the link: http://www.icc.kmutnb.ac.th/doc/Visa-WP/2.%20BasicForStudent_ENG.pdf.
 - Based on our experience and feedback from TGGS International Students, we recommend you to apply for the visa **in Person at the Royal Thai Embassy** in your (home) country (**not the Royal Thai Consulate**) because it is more convenient and easier to get visa. (Complications, requesting additional documents and delaying in granting the visa may arise with the travel agency or consulate!)
2. Please immediately inform TGGS Academic Affairs after you receive the student visa.

3. Please inform your arrival date/time to Bangkok, Thailand to TGGS Academic Affairs as soon as it available.
4. We recommend you to apply for the health insurance/accidental insurance which covers period time during your stay in Thailand.
KMUTNB is only provided the accidental insurance to all students, **unless exchange students**.
Medical charges are vary for foreigner.

TGGS Learning Agreement

Course Work Exchange Student:

After the student submit the courses to TGGS (in the exchange student application form), TGGS Academic Affairs will forward the list of course work to the program coordinator and the responsible lecturer in each course for the approval. **(For the course schedules, the student please directly contact to program coordinator as the below list)**. If the courses are approved by the program coordinator and the responsible lecturers, TGGS Academic Affairs will send the TGGS Learning Agreement to the selected candidates and please sign the TGGS Learning Agreement as the confirmation on the course work and return it back to TGGS Academic Affairs within 5 working days.

Remark: The exchange students cannot change the confirmed courses as listed in TGGS Learning Agreement after signing. TGGS Academic Affairs will not allow the exchange student to change courses upon arrival.

Class Schedule and Program Information:

Regarding the class schedule, please contact your program coordinator for the confirmation.

Program Coordinator list is available at <https://www.tggs.kmutnb.ac.th/studying-at-tggs/academic-programs/>

Note that the course syllabus will be distributed on the first day of class along with the course description, the course outline (including tentative assignments, quizzes, examination dates), the grade distribution, and regulations. Students must attend every lecture hour scheduled in each course. Missing any lecture hour, students may not be eligible to take the examinations. The detail of each course regulations will be announced on the first day of class.

Thesis/Internship/Research Work Exchange Student:

After the student submit the TGGS Exchange Student Application Form, TGGS Academic Affairs will forward the request to the lecturer/researcher for the approval. If the lecturer/researcher accepts the candidates to conduct the Thesis/Internship/Research Work, TGGS Academic Affairs will send the TGGS Learning Agreement to the selected candidates and please sign the TGGS Learning Agreement as the confirmation on the Thesis/Internship/Research Work and return it back to TGGS Academic Affairs within 5 working days.

Arrival at TGGS

- 1. Report to TGGS:** Please report to TGGS Academic Affairs* immediately on your arrival day to Bangkok or no later than 3 working days (holidays and weekends are not included). **You must show your passport and the visa and entry page to TGGS Academic Affairs Officer—Ms. Piyatida Rakangthong. We will make two photocopies of this document: one for you and one for our record.** You will receive TGGS Building Access Card, TGGS Email, Learning Agreement and Wi-Fi information.
- 2. Accommodation:** In the case that you have reserved for the University Residence or Dormitory, we will take you there after you see us at our office. The information on the University Residence or Dormitory is available in the next pages.
- 3. Visa Extension:** TGGS Academic Affairs will provide the official letter for you to extend your visa. You are responsible to extend your visa at the Immigration Division** and the visa extension payment. Please notify TGGS Academic Affairs Officer—Ms. Piyatida Rakangthong one month in advance prior the visa expiration date. *The basic information for Visa Extension and Required documents is available at the link: http://www.icc.kmutnb.ac.th/doc/Visa-WP/2.%20BasicForStudent_ENG.pdf.*
- 4. Mandatory 90-days Report:** You can do the 90-days report at the Thai Immigration Bureau either in person, registered mail or on-line at the following link:
<https://extranet.immigration.go.th/fn90online/online/tm47/TM47Action.do?cmd=acceptTerm>
For more information, please consult the following website:
http://www.icc.kmutnb.ac.th/doc/Visa-WP/3.%2090-daysReports_ENG.pdf
<http://www.thaiembassy.com/thailand/90-day-reporting-immigration.php>

Remark:

* TGGS Academic Affairs is located in Room 305 on the 3rd Floor of TGGS Building at KMUTNB.

Office Hour: Monday to Friday 08.00-12.00 and 13.00-16.00 (excluding Thai Official/Public Holidays)

** Immigration Division Information is available at the link: [Click here to see the map from KMUTNB to Immigration Division 1.](#)

How to travel to TGGS?

You are responsible for your own transportation from your home country to Bangkok Thailand and then from the airport to KMUTNB campus. You can get to our university (King Mongkut's University of Technology North Bangkok) by TAXI in the airport. The meter price is approximately 400 THB (included 110 THB expressway and airport fee 50 THB). It may take about 1-2 hours to get to the university (depended on the traffic).

☐ Public Transportation in Bangkok

- Visitor information at <http://tggs.kmutnb.ac.th/about-tggs/visitor-information/>
- Information about Bangkok bus, MRT (Bangkok Metro), BTS (Sky Trains), boats: Chao Phraya Express and Khlong at <http://www.transitbangkok.com/>

□ **KMUTNB Bangkok Campus Map**

- Location of The Sirindhorn International Thai-German Graduate School of Engineering (TGGS), King Mongkut's University of Technology North Bangkok (KMUTNB), Thailand is pinned in the Google Maps at: <https://goo.gl/maps/GvTMHZSeMHM2>
- KMUTNB Bangkok Campus Map, please find at: <http://tggs.kmutnb.ac.th/studying-at-tggs/inside-campus/>

Dress Code:

The dress code is applied to all students at KMUTNB, including TGGS. You must wear long pants (jeans is acceptable), no shorts. Tank tops and T-shirt, Polo Shirt is not acceptable. No flip flop. Misconduct in the dress code, you may not be allowed to enter the campus or buildings. Details will be announced in the student orientation.

Medical Care near KMUTNB:

- Yanhee International Hospital (International Hospital): <http://th.yanhee.net/>
- Bang Pho Hospital (Thai Hospital): <https://bangpo-hospital.com/>
- Eye Ear Nose Throat Hospital: (Thai Hospital): <http://www.eent.co.th/home.html>
- Kasemrad Prachachuen Hospital: (Thai Hospital):
<http://www.kasemrad.co.th/Prachachuen/en/site/home>

Personal Expenses in Bangkok, Thailand*

Room and board	approximately	5,000 – 15,000 THB/Month
Living cost	approximately	9,000 – 12,000 THB/Month
Health insurance	approximately	7,000 – 10,000 THB/Month
Supplemental cost (books/note)	approximately	2,000 – 5,000 THB/Semester

Remark:

**Personal expenses is the estimated cost to predict the overall expenses.*

ADDITIONAL INFORMATION:

Accommodation:

1. On-campus (short term staying)

KMUTNB has one on-campus housings available for short term staying (a few days up to **1 month**) to assist international visiting professors, returning alumni, conference attendees, internship, exchange students and new coming international students who need temporary housing until they find the off-campus accommodations.

KMUTNB Residence for International Guest (Building No. 40, 11 th Floor)	
Room Type	Room Rate (per room)
Share Room (Dormitory Style) There are 2 share rooms separated by gender. The room is furnished with the shared air-conditions, refrigerator, restroom, Wi-Fi and individual bed, desk, lamp, closet, security key-card, individual space divided by curtain.	300 THB/night 1,000 THB/week 3,000 THB/month Included Electricity and Water No Deposit

Photo, Regulations and Information for each facility are available on the last topic of this guideline.

How to reserve KMUTNB On-Campus Housing

- Please specify whether you would like us to reserve KMUTNB On-Campus Housing in TGGS Exchange student application form.
- TGGS cannot guarantee whether the On Campus Housing will be available or not since KMUTNB has many students (especially on the beginning of semester). For this reason, if KMUTNB On-Campus Housing does not available TGGS Academic Affairs Officer will inform you and you must independently look for the outside university or off-campus accommodation yourself from your home country.**
- If you reserve KMUTNB On-Campus Housing and it is available, please come to TGGS Academic Affairs during our working time (Monday to Friday: 08.00-12.00 and 13.00-16.00 except Thailand Official/ Public Holidays), TGGS Academic Affairs Officer will take you there for check-in.
- Students are responsible for paying for the accommodation at the University Student Service Center Office on the check-out date (Building No. 40, 1st Floor next to the Bangkok Bank: the office open Monday-Friday 08.00-16.00 hrs).**
- As we inform above that KMUTNB On-Campus Housing are available for short term staying only (a few days up to 1 month) so during the time that you stay at KMUTNB On-Campus Housing you must find the off-campus accommodations yourself.
- The reservation cancellation after you submit the student exchange application to TGGS is NOT PERMITTED. If the student cancels the reservation after submit the form or fail to check in on time on the day of your reservation, please note that you may be charge.**

2. Off-Campus Housing

For students who are planning to stay for a longer period (more than 1 month) or would like to enjoy the extra independence of student life, we recommend you to rent the room off-campus. There are a variety of privately accommodations surrounding the campus with reasonably price. Prices are ranging from the room with air-condition (5,000-7,000 THB per month) and the room with fan (3,500-5,000 THB), excluded electricity and water. Two or three months' rental deposit is required.

Short-term Accommodation

In the case that the room in KMUTNB On-Campus Housing or Off-Campus Housing is not ready for you to check-in or not available upon your arrival and you have to stay for 1-3 days in Bangkok, we recommend you to reserve a short-term accommodation like a hostel, a boarding house or the hotel for more independence and easier to travel to many places. Start looking/searching for a suitable apartment from your home country in advance at the following websites:

- [Airbnb](#)
- [Agoda](#)
- [Thai Youth Hostels Association](#)
- [Booking](#)
- [Hostelworld](#)
- [Hostelbookers](#)

On behalf of the entire TGGS, we extend a warm welcome and best wishes for your success. We appreciate your interest in the TGGS and hope you share our enthusiasm about your future at the TGGS. If you have further questions or require assistance, please contact the TGGS Academic Affairs at the following address, e-mail and telephone number:

TGGS Academic Affairs, Room 305, 3rd Floor, TGGS Building
KING MONGKUT'S UNIVERSITY OF TECHNOLOGY NORTH BANGKOK
The Sirindhorn International Thai-German Graduate School of Engineering
1518 Pracharaj 1 Road Wongsawang, Bangsue Bangkok 10800 THAILAND
Tel.: (662) 555-2000 Ext. 2931, Fax: (662) 555-2937
E-mail: academic@tggs.kmutnb.ac.th

For more information regarding our program, please visit us at <http://tggs.kmutnb.ac.th/>. Looking forward to see you at TGGS.

TGGS Academic Affairs

Shower room



Shower room



Restroom



Restroom



KMUTNB Residence for International Guest (Building No. 40, 11th Floor) Regulations and Information:

1. For short term staying (**maximum stay: 1 month**).
2. No outsider permitted to enter to KMUTNB residence.
3. Do not allow to use other beds/areas aside from your bed/area.
4. Do not make loud noise that disturb others.
5. Do not leave window open when you are not in the room.
6. Do not leave the valuable property unattended in the room.
7. Strictly prohibited for the use of illegal drugs, sell or distribute in residence.
8. No all kind of weapons or explosive devices are permitted.
9. Pets are not permitted in residence all the time.
10. No Parties not permitted to be held.
11. Cooking is not permitted in the room. (Microwave is provided in Common room.)
12. Resident must pay for any damaged caused to room, furnishing or equipment.

****THE GUEST MUST FOLLOW THE RULES STRICTLY!****

Room Cleaning Service

1. The housekeeper will clean your room from 09.30 –12.00 A.M. on Monday to Saturday.
2. No room cleaning service on Sunday and holiday.

Check Out Time: Before 12.00 A.M.

Method of Payment and Return of Key

1. During the working time and day, the student responsible to return the key and pay for the room on 1st Floor at Student Service Center (located closed to Bangkok Bank).
2. During off working time and day, please give the room payment to the coordinator unit and leave the key on the table in the room.

PLEASE TURN OFF THE LIGHT AND AIR CONDITIONER WHEN NOT IN USE.

Dormitory Fee

Share room	3,000 THB/month
	300 THB/night

Important Note:

You can find community places behind the university every day but if you stay in On-Campus Housing you must be aware of University Back Gate hours as follows:

Monday - Friday	Close around 23.00 / Open around 5.00-6.00
Saturday - Sunday	Close around 22.00 / Open around 5.00-6.00