

TGGS Student Guideline for Enrolled International Students

Dear TGGS Enrolled International Students,

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

TGGS Academic Affairs Information, Contacts and Service Hours

TGGS Academic Affairs General Information:

- ☐ For general information please consult TGGS Student Handbook and guideline uploaded in **TGGS Academic Affairs Information and Form Google Drive** (access by TGGS Email) and <https://www.tggs.kmutnb.ac.th/>
- ☐ All Request Forms can be downloaded at: <https://tggs.kmutnb.ac.th/download/> or access **TGGS Academic Affairs Information and Form Google Drive**.
- ☐ All request forms must be completed and submitted in the basket in front of TGGS Academic Affairs Office.

TGGS Academic Affairs Service Hours:

- ☐ **Tuesday and Thursday: 08.30 – 16.30 hrs.**
Excluding exchange students and students who nearly graduate and urgently need the assistant in reviewing the thesis book.
- ☐ In the case of very important, urgent or emergency, please send the request for an appointment via email at academic@tggs.kmutnb.ac.th with the following format:
 1. Email Subject: Request for an appointment with TGGS Academic Affairs in the topic of "xxxxx".
 2. Specify the following information in the email content:
 - Student Name, Program and ID
 - Appointment topic
 - Name of the TGGS Academic Affairs Officer who would like to make an appointment with.
 - Request an appointment date and time.

TGGS Academic Affairs will review the topic and confirm the student with the appointment date and time for the topic that is only important, urgent or emergency. In the case that the date and time are not available, the officer will communicate with the student and proposal another date and time. **If the topic is not considered as important, urgent or emergency, please stop by the office during the service hours.**

Please be on time for the specified appointment date and time. If the student is not showing up, the appointment will be automatically canceled.

GUIDELINES AND GENERAL INFORMATION:

Acceptance

1. The selected candidates will get an acceptance letter from TGGS and 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 STUDENT.**
2. Please inform TGGS Academic Affairs your arrival date/time to Bangkok, Thailand to as soon as available.
3. We recommend you to apply for the health insurance which covers during your stay in Thailand. KMUTNB is only provided the accidental insurance to all students. Medical charges are vary for foreigner.
4. ***The Graduation Certification Letter (the letter from your former university which states that you are already graduated in the actual hard copy with the seal stamp of your) and the official final transcript upon completion of your university course work are required.*** Those documents **MUST BE SENT DIRECTLY** from your former university to the TGGS Academic Affairs at address below:

Address:

TGGS Academic Affairs, Room 305, 3rd Floor, TGGS Building
King Mongkut's University of Technology North Bangkok
1518 Pracharat 1 Road, Wongsawang
Bangsue, BANGKOK 10800
Thailand
Telephone: +66(0)2-555-2000 Ext. 2931

Remark:

* *The basic information for Student Visa:*

- *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 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!)*

Arrival at TGGS

1. **Report to TGGS:** Please report to TGGS Academic Affairs on reporting day/registration day (TGGS will inform you by email). **You must show your passport and the visa and entry page to TGGS Academic Affairs Officer—Ms. Piyatida Rakangthong. We will make the photocopy of this document for our record.**
2. **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 complete the Request Form for Visa Extension Letter two month in advance prior the visa expiration date and submit it to the TGGS Academic Affairs Office. *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
3. **90-day reporting online:** You can do the 90-days report at the Thai Immigration Bureau either in person, registered mail or online at the 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:

** Immigration Division (สำนักงานตรวจคนเข้าเมือง 1 ศูนย์ราชการ แจ้งวัฒนะ) information:

GPS Coordinates: (13°43'06.0"N 100°32'25.4"E)

Map: <https://goo.gl/maps/EEem2rHkVdKk>

VERY IMPORTANT NOTED:

*The international student who would like to travel outside of Thailand during the valid period of Non-immigrant visa ED visa should obtain **a re-entry stamp** before leaving (Application fee is 1,000 Baht for single re-entry and 3,800 Baht for multiple re-entries).*

You cannot leave Thailand without Re-entry permit otherwise you will lose Non-immigrant visa ED visa status and you will have to re-do the whole procedure to get visa status.

You can obtain a re-entry stamp at:

1. Immigration Division 1 Chaengwattana (สำนักงานตรวจคนเข้าเมือง 1 ศูนย์ราชการ แจ้งวัฒนะ)
2nd Floor, B Building (South Coast)
GPS Coordinates: (13°43'06.0"N 100°32'25.4"E), Map: <https://goo.gl/maps/EEem2rHkVdKk>
2. Suvarnabhumi Airport, Passenger Terminal Building, 4th Floor, Zone 2 at Passport Control Area, East Coast.
The office open 24 hours. You should do it before boarding time 1 hours at least.

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:

1. On campus Medical Care: the University Health Service Department, please see attached for more information or directly contact to the Health Service Department office.
2. Off-Campus Medical Care: The hospitals around University are as follows:
 - ☐ Yanhee International Hospital (International Hospital): <http://th.yanhee.net/>
 - ☐ Bang Pho Hospital (Thai Hospital): <https://bangpo-hospital.com/>
 - ☐ Kasemrad Hospital Prachachuen (Thai Hospital):
<http://www.kasemrad.co.th/Prachachuen/en/site/home>
 - ☐ Eye Ear Nose Throat Hospital (Thai Hospital): <http://www.eent.co.th/home.html>

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.*

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.

ADDITIONAL INFORMATION:

Accommodation:

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

These are popular websites, however, you are freely to choose other website search engines at your own convenient and suitable.

The temporary accommodation near KMUTNB, Bangkok Campus are listed:

- ☐ Bella B Hotel
<https://www.facebook.com/Bella-B-Hotel-565328263826958/>
- ☐ Riverine Place Serviced Apartments
<http://riverineplace.com/en/portfolio/accommodation>
- ☐ BED BY BOAT Hotel & Apartment
<http://www.bedbyboat.com/>
- ☐ Resort Bangphlat
<http://www.resortbangphlat.com/2014/main/index.php>
- ☐ The Royal River Hotel
<http://royalriverhotel.com/>
- ☐ Riverside Bangkok Hotel
<https://www.riversidebangkok.net/>
- ☐ Accomodation in the Khaosan road area
https://www.agoda.com/pages/agoda/default/DestinationSearchResult.aspx?device=c&network=g&adid=22222291333&rand=17562978143005345489&expid=&adpos=1t2&poi=22120&site_id=1410266&tag=fd1a73e6-88f9-0e16-3491-24e7e3f9b19b&qclid=EAlaIqobChMltfK1_Of2wIVFlyPCh1ayAxxhEAAAYiAAEglqa_D_BwE

Again, you are freely to choose other apartments at your own convenient and suitable.

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 307, 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