
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.**

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
 - An Inter-Booklet E-book Version for introducing KMUTNB and life in Thailand for international visiting professors, returning alumni, conference attendees, internship, exchange students and new coming international students. Please visit it at <https://kmutnb.ac.th/KMUTNB/media/kmutnb/e-book/kmutnb-inter-student/mobile/index.html>
 - 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 varying for foreigner.

TGGS Learning Agreement

- **Course Work Exchange Student:**

TGGS Academic Affairs will send the course schedule that open in each semester to you once we receive it from the Programs (**around one month before the semester starts**). If you would like to get information on the course schedules, course syllabus and course description prior that mentioned time, please directly contact to program coordinator. Program Coordinator list is available at <https://tggs.kmutnb.ac.th/lecturers-researchers>

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.

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. 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. 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: You can add/withdraw courses according to the academic calendars. Please consult the TGGS Academic Calendars at <https://tggs.kmutnb.ac.th/academic-calendars>

- **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 Foreign Affairs Officer—Ms. Piyatida Rakangthong. We will make a photocopy of this document. You will receive TGGS Building Access Card, IES Card, KMUTNB Email, Learning Agreement and Wi-Fi information on your reporting day.

- 2. Accommodation:** In the case that you have reserved for the University Residence, we will take you there after you see us at our office (only on the working day). The information on the University Residence 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 Foreign 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 <https://kmutnb.ac.th/KMUTNB/media/kmutnb/e-book/kmutnb-inter-student/mobile/index.html>
- 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:
<https://kmutnb.ac.th/KMUTNB/media/kmutnb/e-book/kmutnb-inter-student/mobile/index.html>
<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 hrs. and 13.00-16.00 hrs. (excluding Thai Official/Public Holidays)

** Immigration Division (สำนักงานตรวจคนเข้าเมือง 1 ศูนย์ราชการ แจ้งวัฒนะ)

Map: <https://goo.gl/maps/8bYLFet4yTiwcXsD7>

VERY IMPORTANT NOTE:

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 THB for single re-entry and 3,800 THB 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-apply the visa again at your home country.

You can obtain a re-entry stamp at:

1. Immigration Division 1 Chaengwattana (สำนักงานตรวจคนเข้าเมือง 1 ศูนย์ราชการ แจ้งวัฒนะ)
2nd Floor, B Building (South Coast)
Map: <https://goo.gl/maps/8bYLFet4yTiwcXsD7>
2. Suvarnabhumi Airport, Passenger Terminal Building, 4th Floor, Zone 2 at Passport Control Area, East Coast.
The office opens 24 hours. You should do it at least 1 hour before boarding time.

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 <https://kmutnb.ac.th/KMUTNB/media/kmutnb/e-book/kmutnb-inter-student/mobile/index.html>
- 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/6TTRtPw7KKVmRQ4M6>
- KMUTNB Bangkok Campus Map, please find at <https://kmutnb.ac.th/KMUTNB/media/kmutnb/e-book/kmutnb-inter-student/mobile/index.html>

Dress Code:

The dress code is applied to all students at KMUTNB, including TGGS. You must wear long pants (jeans are acceptable), no shorts. Tank tops and T-shirt, Polo Shirt is not acceptable. No flip flops. 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 are the estimated cost to predict the overall expenses.*

ADDITIONAL INFORMATION:

Accommodation:

1. On-campus (short term staying)

KMUTNB has one on-campus housing 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)
Private Room with share bathroom and rest room The rooms separated by gender. The room is furnished with the air-conditions, bed, desk, lamp, closet, security key-card.	KMUTNB Residence is adjusting the room price, in which TGGS does not know the exact price. TGGS will inform the price to you once we have the information form the KMUTNB Residence Officer. Estimated price: 600 THB/night +/- 500 THB 1,600 THB/week +/- 1,000 THB Included Electricity and Water cost

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 only** (Monday to Friday: 09.00-12.00 hrs. and 13.00-16.00 hrs. except Thailand Official/ Public Holidays), TGGS Academic Affairs Officer will take you to KMUTNB Residence for check-in.
- You are responsible for paying for the accommodation cost at the University Student Service Center Office* **ON THE CHECK-IN DATE IN CASH in Thai Baht Currency ONLY.** (*Building No. 40, 1st Floor next to the Bangkok Bank: the office open Monday-Friday 08.00-16.00 hrs.).

5. 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.
6. **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.**
7. You are required to strictly comply with the regulations of KMUTNB Residence, without any exceptions. If you violate the rules of the KMUTNB Residence, we have the right to invite you to leave KMUTNB Residence without notice.

[KMUTNB Residence Information including charges are in the next pages.](#)

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](#)
- [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.

Choice 1: directly contact to an accommodation

- 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=f1a73e6-88f9-0e16-3491-24e7e3f9b19b&qclid=EAIaIQobChMItsfK1_Of2wIVFlyPCh1ayAxEAAAYAAAEglqa_D_BwE
- Regent Home Bang Son Phase 27, Building C 877 Soi Krungthep-Nontaburi 23/1, Krungthep-Nonthaburi Rd, Bangsue, Bangsue, Bangkok 10800, Thailand
<https://maps.google.com/?q=Regent%20Home%20Bang%20Son%20Phase%2027,%20Building%20C,%2020877%20Soi%20Krungthep-Nontaburi%2023/1,%20Krungthep-Nonthaburi%20Rd,%20%E0%B9%81%E0%B8%82%E0%B8%A7%E0%B8%87%E0%B8%9A%E0%B8%B2%E0%B8%87%E0%B8%8B%E0%B8%B7%E0%B9%88%E0%B8%AD%20%E0%B9%80%E0%B8%82%E0%B8%95%E0%B8%9A%E0%B8%B2%E0%B8%87%E0%B8%8B%E0%B8%B7%E0%B9%88%E0%B8%AD%20%E0%B8%81%E0%B8%A3%E0%B8%B8%E0%B8%87%E0%B9%80%E0%B8%97%E0%B8%9E%E0%B8%A1%E0%B8%AB%E0%B8%B2%E0%B8%99%E0%B8%84%E0%B8%A3%2010800,%20Thailand&ftid=0x0:0xccb1252c37671ea&hl=en-PK&gl=pk>
- LUMPINI RIVERVILLE CONDO PIBOON SONGKRA 55, Tambon Suan Yai, Nonthaburi 11000
<https://maps.google.com/?q=LUMPINI%20RIVERVILLE%20CONDO%20PIBOON%20SONGKRAM,%2055%20%E0%B8%96%E0%B8%99%E0%B8%99%20%E0%B8%9E%E0%B8%B4%E0%B8%9A%E0%B8%B9%E0%B8%A5%E0%B8%AA%E0%B8%96%E0%B8%99%E0%B8%99%20%E0%B8%81%E0%B8%A3%E0%B8%B8%E0%B8%87%E0%B9%80%E0%B8%97%E0%B8%9E%20-%20%E0%B8%99%E0%B8%99%E0%B8%97%E0%B8%9A%E0%B8%B8%E0%B8%A3%E0%B8%B5%20Wong%20Sawang,%20Bang%20Sue,%20Bangkok%2010800&ftid=0x30e29b7ec127c8a3:0x18693830951a397d&hl=en-PK&gl=pk>
- ASPIRE Ratchada-Wongsawang, Wong Sawang, Bang Sue, Bangkok 10800 (Tel:+662 118 6250)
<https://maps.google.com/?q=ASPIRE%20Ratchada-Wongsawang,%20%E0%B8%96%E0%B8%99%E0%B8%99%20%E0%B8%81%E0%B8%A3%E0%B8%B8%E0%B8%87%E0%B9%80%E0%B8%97%E0%B8%9E%20-%20%E0%B8%99%E0%B8%99%E0%B8%97%E0%B8%9A%E0%B8%B8%E0%B8%A3%E0%B8%B5%20Wong%20Sawang,%20Bang%20Sue,%20Bangkok%2010800&ftid=0x30e29b7ec127c8a3:0x18693830951a397d&hl=en-PK&gl=pk>
- The Parkland Ratchada-Wongsawang
<https://maps.google.com/?q=The%20Parkland%20Ratchada-Wongsawang,%201305%20%E0%B8%96%E0%B8%99%E0%B8%99%20%E0%B8%81%E0%B8%A3%E0%B8%B8%E0%B8%87%E0%B9%80%E0%B8%97%E0%B8%9E%20-%20%E0%B8%99%E0%B8%99%E0%B8%97%E0%B8%9A%E0%B8%B8%E0%B8%A3%E0%B8%B5%20Wong%20Sawang,%20Bang%20Sue,%20Bangkok,%20Thailand&ftid=0x0:0x133a71389599623d&hl=en-PK&gl=pk>
- THE LINE WONGSAWANG.
<https://maps.google.com?ftid=0x0:0xa12bdfc4c496d699&hl=en-PK&gl=pk>

- Rich Park @ BangSon Station Condominium 973 Krungthep-Nonthaburi 29 Alley, Wong Sawang, Bang Sue, Bangkok 10800, Thailand (Tel: +66 2 556 2952)
<https://maps.google.com?q=Rich%20Park%20@%20BangSon%20Station%20Condominium,%20973%20Krungthep-Nonthaburi%2029%20Alley,%20Wong%20Sawang,%20Bang%20Sue,%20Bangkok%2010800,%20Thailand&ftid=0x0:0x68fce4af59cd718a&hl=en-PK&gl=pk>
- Lumpini Ville Phibulsongkhram - Riverview
<https://www.google.com/maps/place/LUMPINI+RIVERVILLE+CONDO+PIBOON+SONGKRAM/@13.8858013,100.4120939,12z/data=!4m8!1m2!2m1!1zTFVNUEIOSSUyMFJJVkvSVkIMTEUIMjBDT05ETyUyMFBjQk9PTiUyMFNPTkdLUkFNLCUyMDU1JTlWJUJwJUJ4JTk2JUJwJUJ4JTk5JUJwJUJ4JTk5JTlWJUJwJUJ4JTlFJUJwJUJ4JUJ0JUJwJUJ4JTlBjUJwJUJ4JUJ5JUJwJUJ4JUE1JUJwJUJ4JUJwJUJ4JQ!3m4!1s0x30e29ba0e3b76d71:0x2eca23b468d80776!8m2!3d13.8248216!4d100.5034707>

Choice 2: contact an agency who can find accommodation for you according to your budget

- Metro sky Prachachuen <https://www.ddproperty.com/en/property/r039-041-%E0%B9%83%E0%B8%AB%E0%B9%89%E0%B9%80%E0%B8%8A%E0%B9%88%E0%B8%B2-%E0%B8%84%E0%B8%AD%E0%B8%99%E0%B9%82%E0%B8%94-metro-sky-prachachuen-for-rent-8206544>
- Mobile: 084-939-3000
Line: <https://line.me/ti/p/WDpgeyOdXV>
Email: bkksmartcondoagent@gmail.com

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 <https://tggs.kmutnb.ac.th/> Looking forward to see you at TGGS.

TGGS Academic Affairs

KMUTNB Residence for International Guest (Building No. 40, 11th Floor)

Photo of KMUTNB Residence for International Guest (Building No. 40, 11th Floor)

Male 8 people

Female 6 people

Private Room



Share Shower room



Share Restroom



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

1. For short term staying only.
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. Turn off the light and air conditioner when not in use.
8. Strictly prohibited for the use of illegal drugs, sell or distribute in residence.
9. No all kind of weapons or explosive devices are permitted.
10. Pets are not permitted in residence all the time.
11. No parties not permitted to be held.
12. Cooking is not permitted in the room (Microwave is provided in Common room.)
13. 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 (Monday to Friday: 08.00-12.00 and 13.00-16.00 hrs.), you are responsible to return the key at the University Student Service Center (same building of the residence, 1st Floor next to the Bangkok Bank).
2. During off working time and day and Thai National Holiday, please leave the key on the bed.

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

KMUTNB Campus Map:

You can see more detail of KMUTNB Campus Map at <https://tggs.kmutnb.ac.th/our-facilities>

No.	Place
11	TGGS Building
23	Library
46	Canteen
77	40's year building and main canteen Where KMUTNB Residence, the University Student Service Center Office, main canteen, and Bangkok Bank located.
79	1. 7-11 convenience store (do not open 24 hrs.) 2. KMUTNB Health Service
94	Stadium
☺	University Back Gate to go to behind the university

