



STUDENT VISA MATTERS FOR INTERNATIONAL STUDENTS



Student Visa Application

Students (both enrolled and exchange students) must have a student visa when they arrive in Bangkok.



WITHOUT A STUDENT VISA, YOU WILL NOT BE ABLE TO ENROLL/REGISTER TO STUDY AT TGGS/KMUTNB!!

STUDENT VISA APPLICATION PROCESS

TGGS sends documents for the Thai Student Visa application to student(s).

Student(s) apply for a student visa at The Royal Thai Embassy* overseas.

Student(s) informs the following information to TGGS Academic Affairs:

- Arrival date/time in Bangkok
- A copy of a student visa

*Remark:

Based on TGGS experiences and feedback from TGGS international students, we recommend that student(s) apply for a visa in person at the "Royal Thai Embassy" (rather than the Royal Thai Consulate or travel agency) because it is more convenient and easier to obtain a visa. (Complications, requests for additional documents, and delays in visa issuance may occur with the travel agency or consulate!)

REQUIREMENTS FOR THE THAI STUDENT VISA APPLICATION

PERSONAL DOCUMENTS FROM APPLICANT

- Completed Visa Application Form.
- Photograph of the applicant with white background and no older than 6 months.
- A passport which is valid for at least another 6 months and has at least 2 blank visa pages.
- Academic certificate from previous education level.
- Visa fee.

DOCUMENTS FROM TGGS

- Letter confirming enrollment details from school signed by authorized person (an acceptance letter).
- A courtesy letter to facilitate the student visa.
- University's registration certificate.
- A copy of ID card of the letter signer.

Note:

- 1. The documents mentioned above are only the minimum requirement. In some countries, the Royal Thai Embassy may require additional documentation. Before applying for a visa, please consult the Royal Thai Embassy in the country where you intend to apply for a visa to ensure that you have all the necessary documents.
- 2. People of the following nationalities: Bangladesh, China, India, Iran, Sri Lanka, and Middle Eastern countries must apply for a student visa from their country of origin.

Validity of a Thai Student Visa

When first applying at a Royal Thai Embassy abroad, the Thai Student Visa is valid for 3 months, but it can be extended for 1 year at the Immigration Bureau in Thailand.

Period of Stay

The holders of the student visa are initially granted a period of stay in the Kingdom not exceeding 90 days unless otherwise instructed by the Office of Immigration Bureau.



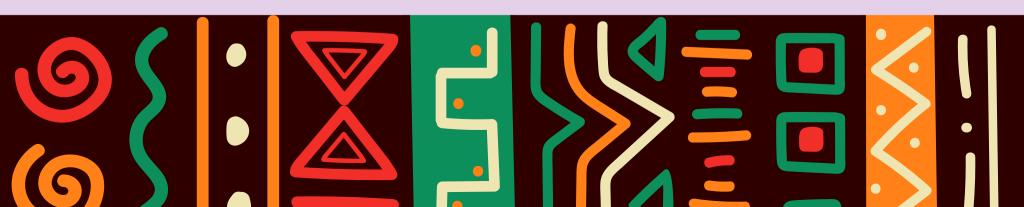
What should I do if I already have another type of Thai visa?

Those who have a tourist visa must change their tourist visa to a non-student visa (Non-Immigrant ED) at least 15 days before the expiration date or they will have to leave the Kingdom of Thailand. After the approval, they will be permitted to stay in the Kingdom of Thailand for ninety (90) days. If they wish to stay in the country for more than ninety (90) days, they are required to apply for a visa extension. Those who overstay in Thailand must return to their home country to apply for the appropriate visa at the Royal Thai Embassy or consulate.

Remark: The students must request a visa changing letter from the university at least 1 month before the expiry date of the visa, then submit the application form and the letter from the university to the Immigration Bureau at least 16 days before the expiration date according to the Immigration Bureau regulation.

Student Visa Extension

Student Visa Extension For African National Students



Required documents for a criminal record check

- 1 A letter requesting a criminal record check issued by TGGS.
- 2 Your original passport.
- 3 A copy of your passport.
- Fee of 100 THB in cash.

Required documents for a visa extension For African national students (1)

- An application Form (TM.7) (attached photograph (4*6 cm.) that is not less than 6 months old).
- Departure card (TM.6) and 1 copy (if any).
- A copy of TM.30 with the immigration signature and stamp from the student accommodation or TM.30 from Host (online registration).
- A criminal record issued by the Royal Thai Police.
- 5 Your original passport.

Required documents for a visa extension For African national students (2)

- A copy of each of the following passport documents:
 - Biodata page
 - Passport expiration date page
 - Edit personal information page (if any)
 - Last entry permit stamp
 - Extension stamp to stay on the Kingdom page (if any).
- A letter requesting a visa extension issued by TGGS.
- A copy of education evidence (e.g. transcript, student certificate, student ID card).
- 9 Fee of 1,900 THB.

VISA EXTENSION PROCESS FOR AFRICAN NATIONAL STUDENTS

At least

2.5 months

Before the visa

expiration

Student(s) make an appointment with the Royal Thai Police for a criminal record check service

Student(s) submit the following documents to TGGS Academic Affairs by placing them in the basket in front of TGGS Academic Affairs:

- 1. TG94
- 2. Other documents that are required in the forms

TGGS Academic Affairs provide a letter requesting a criminal record check for student(s) (takes approx. 3-7 working days) Student(s) pick up the letter in the basket in front of TGGS Academic Affairs Office

Student(s) proceed with the fingerprint background check process

Remark: the Royal Thai Police takes approx. **15 working days** to process a criminal background check

The Royal Thai Police mails the criminal record to TGGS

TGGS notifies student(s) via email after receiving the criminal record from the Royal Thai Police Student(s) go to the Criminal Records Division, Royal Thai Police on the appointed date and time Student(s) gather all
required documents for a
criminal record check

Student(s) verify the
authenticity of the
document(s)

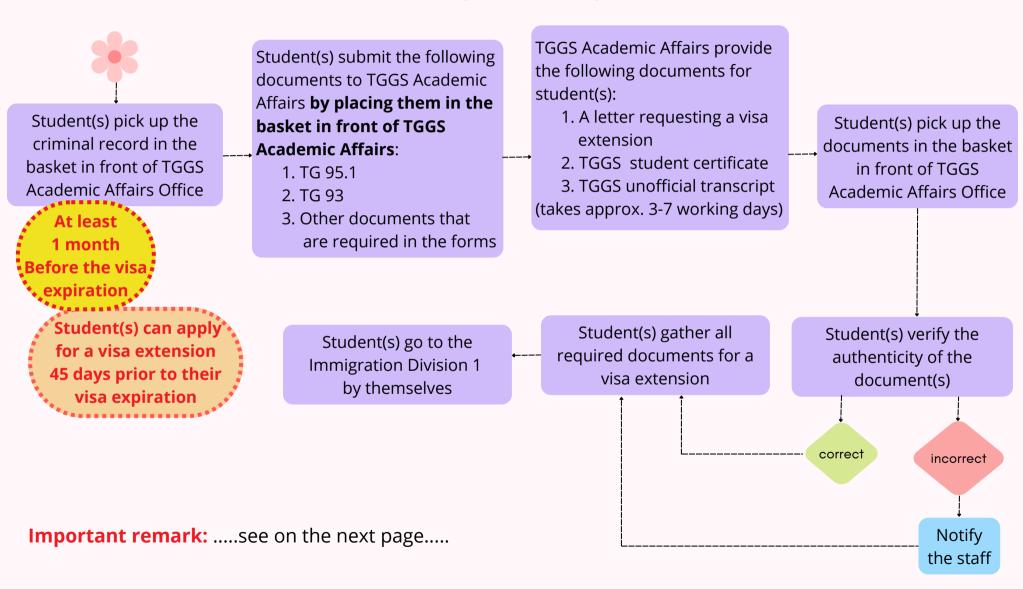
correct

incorrect

Notify the staff

(continued on next page)

VISA EXTENSION PROCESS FOR AFRICAN NATIONAL STUDENTS (CONTINUE)







Important remark:

- Students **MAY NOT** receive documents from TGGS on time if they submit documents less than 1 month before their visa expiration date or if they do not place the required documents in the basket in front of TGGS Academic Affairs. TGGS is not responsible for any problems and/or fines that occur.
- Any foreigner who exceeds the visa's expiration date is fined 500 THB per day, up to a maximum of 20,000 THB.
- Students are responsible for calculating the date on which they can submit documents for visa extension at the immigration office. TGGS Academic Affairs is not responsible if students incorrectly calculate or do not calculate the days and immigration refuses to renew their visas.

Where can student(s) make an appointment with the Royal Thai Police for a criminal record check?

https://www.crdqonline.com/



Where can student(s) get the TGGS forms?

https://tggs.kmutnb.ac.th/forms-downloads



Where is the Immigration Division 1?

Where and who can students contact if they have visa-related questions?

At the end of this guideline, students will find information on the Immigration Division 1 and contact channels for visa inquiries.

Student Visa Extension For International Students (except African)



Required documents for a visa extension For International students (except African) (1)

- An application Form (TM.7) (attached photograph (4*6 cm.) that is not less than 6 months old).
- 2 Departure card (TM.6) and 1 copy (if any).
- A copy of TM.30 with the immigration signature and stamp from the student accommodation or TM.30 from Host (online registration).
 - 4 Your original passport.

Required documents for a visa extension For International students (except African) (2)

- A copy of each of the following passport documents:
 - Biodata page
 - Passport expiration date page
 - Edit personal information page (if any)
 - Last entry permit stamp
 - Extension stamp to stay on the Kingdom page (if any).
- 6 A letter requesting a visa extension issued by TGGS.
- A copy of education evidence (e.g. transcript, student certificate, student ID card).
 - 8 Fee of 1,900 THB.

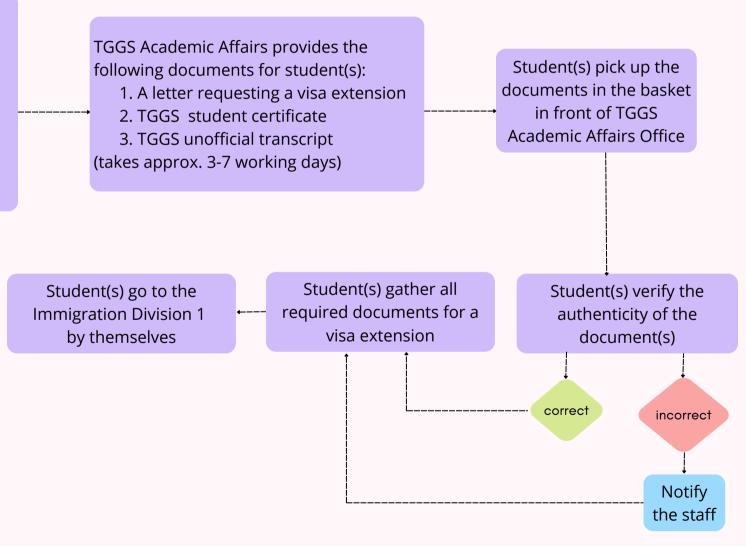
VISA EXTENSION PROCESS FOR INTERNATIONAL STUDENTS (EXCEPT AFRICAN)

At least
1 month
Before the visa
expiration

Student(s) submit the following documents to TGGS Academic Affairs by placing them in the basket in front of TGGS Academic Affairs:

- 1. TG 95.1
- 2. TG 93
- 3. Other documents that are required in the forms

Student(s) can apply for a visa extension
45 days prior to their
visa expiration







Important remark:

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- Any foreigner who exceeds the visa's expiration date is fined 500 THB per day, up to a maximum of 20,000 THB.
- Students are responsible for calculating the date on which they can submit documents for visa extension at the immigration office. TGGS Academic Affairs is not responsible if students incorrectly calculate or do not calculate the days and immigration refuses to renew their visas.

Where can student(s) get the TGGS forms?

https://tggs.kmutnb.ac.th/forms-downloads



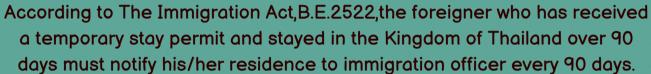
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Notification of Staying in Thailand over 90 Days (90 Days Report)





The 90 days report <u>IS NOT</u> equivalent to a visa extension. If a student(s) leaves Thailand during the 90-day period, the day counting will be reset to 1 upon his/her return.







Online

Recommended

HOW TO NOTIFICATION

In person at the Thai Immigration Bureau

The notification must be made within 15 days before or after 7 days the period of 90 days expires.



By registered mail

Use <u>Thailand Post service only</u> and send the mail before the renewal date 15 days to Immigration Office in local area where the foreigner resides



Information on the notification online

Please visit: https://www.immigration.go.th/#serviceonline





Information on the notification in person, and by registered mail

Please visit: https://bangkok.immigration.go.th/th/90days_report/



Re-entry Permit



International students who would like to travel outside of Thailand during the valid period of the Thai Student Visa <u>MUST</u> obtain a single or multiple re-entry permit before leaving.

Otherwise, their visa will be invalidated, and they will have to repeat the <u>WHOLE</u> process of obtaining the Thai Student Visa at Thai Embassy or Consulate outside of Thailand.

- A single re-entry permit costs 1,000 THB and is valid for one trip.
- A **multiple** re-entry permit costs 3,800 THB and allows you to enter and exit Thailand as many times as you want until your visa extension expires.





6

IMMIGRATION DIVISION 1

2nd floor, Building B (south side)





SUVARNABHUMI AIRPORT

Passenger Terminal Building, 4th Floor, Zone 2 at Passport Control Area, East side

DON MUANG AIRPORT

Re-entry Permit counter,
3rd floor of the Departure Hall in
International Passenger Terminal 1.



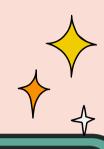
You must arrive at the airport earlier, probably at least two (2) or three (3) hours before your flight's departure time (this choice is quite risky).

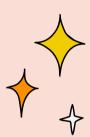
Required documents for a re-entry permit

- An application Form (TM.8) (attached photograph (4*6 cm.) that is not less than 6 months old)
- Your original passport
- A copy of each of the following passport documents: 3
 - Biodata page
 - Passport expiration date page
 - Edit personal information page (if any)
 - Last entry permit stamp
 - Extension Stamp to stay on the Kingdom page (if any)
 - **Application fee** 4
 - 1,000 THB for a single re-entry permit
 - 3,800 THB for a multiple re-entry permit
 - Departure card (TM.6) and a copy (if any)

Visa Cancellation







According to the regulation on visa cancellation from the Immigration Bureau, all international students are required to officially cancel their visa after graduation/resignation/termination/ or at the end of their period of exchange before leaving Thailand. This is very important and necessary to do before students leave Thailand.

Otherwise, students would have been on overstay regardless of the expiration date of their stay permit extension, even though they had left the country. They will be fined by the immigration office once they come back to Thailand and it will cause them issues if they intend to study or work in Thailand in the future.

The minimum charge for overstaying is 500 Baht per day counting from your graduation/resignation/termination date stated on your transcript. This goes to a maximum of 20,000 Baht for overstays of 40 days or longer.





Who should do a visa cancellation?



Graduation students



Resignation/termination students



Exchange students



TGGS-DAAD scholarship students



All international students who wish to leave Thailand and will not be returning anytime soon.

Note: Graduating students are advised to prepare to leave Thailand **WITHIN TWO (2) WEEKS** after the day their thesis receives its final grade.





Required documents for a visa extension

- A letter requesting a visa cancellation from TGGS
- 2 TGGS unofficial transcript
- TGGS student certificate
- 4 Your original passport
- 5 Your flight ticket
- A copy of each of the following passport documents:
 - Biodata page
 - Passport expiration date page
 - Edit personal information page (if any)
 - Last entry permit stamp
 - Extension Stamp to stay on the Kingdom page (if any)

VISA CANCELLATION PROCESS



When can students submit the documents to TGGS Academic Affairs?:

For enrolled students: At least 1 month before your departure date

For coursework exchange students: At least 1 month before the end of the semester

For internship/thesis exchange students: At least 1 month before your exchange end date

2

When can students go to the Immigration Division 1 to cancel a student visa?:

From 21 days before their departure date to their departure date.

Student(s) submit the following documents to TGGS Academic Affairs TGGS Academic Affairs provide a by placing them in the basket Student(s) book a flight to letter requesting a visa cancellation in front of TGGS Academic Affairs: depart from Thailand for the student(s) 1. TG 95.2 (takes approx. 3-7 working days) 2. TG 93 3. Other documents that are required in the forms Student(s) gather all Student(s) go to the Student(s) verify the Student(s) pick up the letter in required documents for ←---**Immigration Division 1** authenticity of the the basket in front of a visa extension by themselves document(s) TGGS Academic Affairs Office correct incorrect

Notify the staff

Important remark:see on the next page.....

Visa Cancellation





Important remark:

- Students **MAY NOT** receive documents from TGGS on time if they do not submit documents by the time specified or if they do not place the required documents in the basket in front of TGGS Academic Affairs. TGGS is not responsible for any future issues and/or fines.
- Students are responsible for calculating the date on which they can submit documents for visa cancellation at the immigration office. TGGS Academic Affairs is not responsible if students incorrectly calculate or do not calculate the days and immigration refuses to cancel their visas.

What should students do if they are going to graduate/resign/terminate/complete their exchange but want to keep staying in Thailand?

Students must cancel their student visas and apply for another type of visa based on their personal preferences, such as travel, work, marriage, and so on.

Each visa type has different requirements. For more information, contact the Immigration Bureau/the Government Contact Center or visit https://www.immigration.go.th/en/?page_id=2537



Where can student(s) get the TGGS forms?

https://tggs.kmutnb.ac.th/forms-downloads



Where is the Immigration Division 1?

Where and who can students contact if they have visa-related questions?

At the end of this guideline, students will find information on the Immigration Division 1 and contact channels for visa inquiries.

Transfer of visa to new passport in case of expiry or full paged

Required documents for transfer of visa to new passport in case of expiry or full paged (1)

- Application form (available at the immigration office)
- 2 Certificate from Embassy
- 3 Your original old passport
- 4 Your original new passport
- 5 Departure card (TM.6) and a copy (if any)

Required documents for transfer of visa to new passport in case of expiry or full paged (2)

6

A copy of each of the following passport documents from your old passport:

- Biodata page
- Visa
- Edit personal information page (if any)
- Arrival stamp
- Last entry permit stamp
- Extension Stamp to stay on the Kingdom page (if any)

7

A copy of each of the following passport documents from your new passport:

- Biodata page
- Visa (if any)
- Edit personal information page (if any)
- Arrival stamp (if any)
- Last entry permit stamp (if any)
- Extension Stamp to stay on the Kingdom page (if any)

In the case of student(s) wishes to extend his or her stay in Thailand, he or she must contact the Immigration Division 1.





In the case of student(s) previously applied for a stay extension in Thailand, he/she must contact the immigration office where he/she has most recently applied to stay in Thailand.

Contact information: Tel. 0-2141-7884 or

https://www.immigration.go.th/en/?page_id=2237



Information on the Immigration
Bureau / Immigration Division 1 /
and contact channels
for visa inquiries

Where is the Immigration Division 1?

Immigration Division 1 (สำนักงานตรวจคนเข้าเมือง 1 ศูนย์ราชการ แจ้งวัฒนะ) located at Government Complex Ratthaprasasana Phakdi Building (Building B, South Zone), 120 Moo 3, Chaeng Wattana Road, Thung Song Hong Subdistrict, Lak Si District, Bangkok 10210



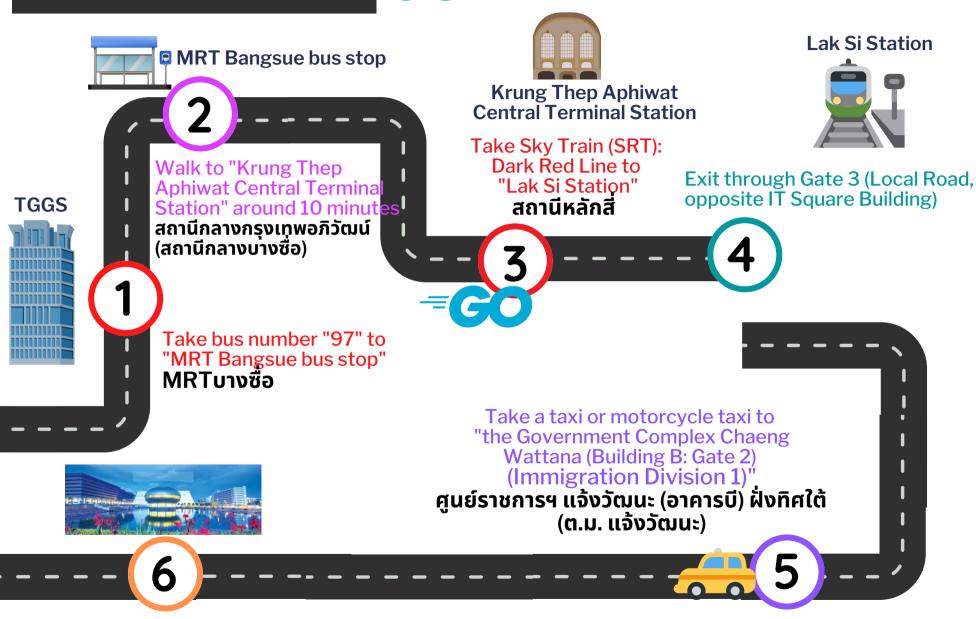
Map: https://goo.gl/maps/8bYLFet4yTiwcXsD7



How to get to Immigration Division 1 from TGGS?

Sky train and taxi are recommended

BY SKY TRAIN GO



Immigration Division 1

BY TAXI



Take a taxi or motorcycle taxi to
"the Government Complex Chaeng
Wattana (Building B: Gate 2)
(Immigration Division 1)"
ศูนย์ราชการฯ แจ้งวัฒนะ (อาคารบี) ฝั่งทิศใต้

(ต.ม. แจ้งวัฒนะ)

TGGS

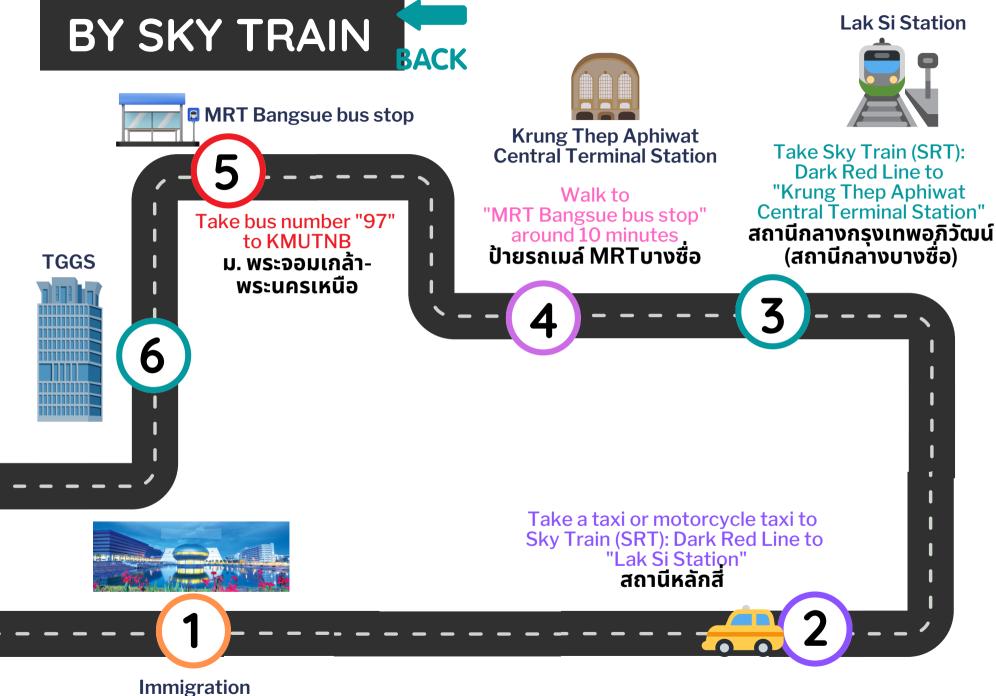


How to get back to KMUTNB from Immigration Division 1?

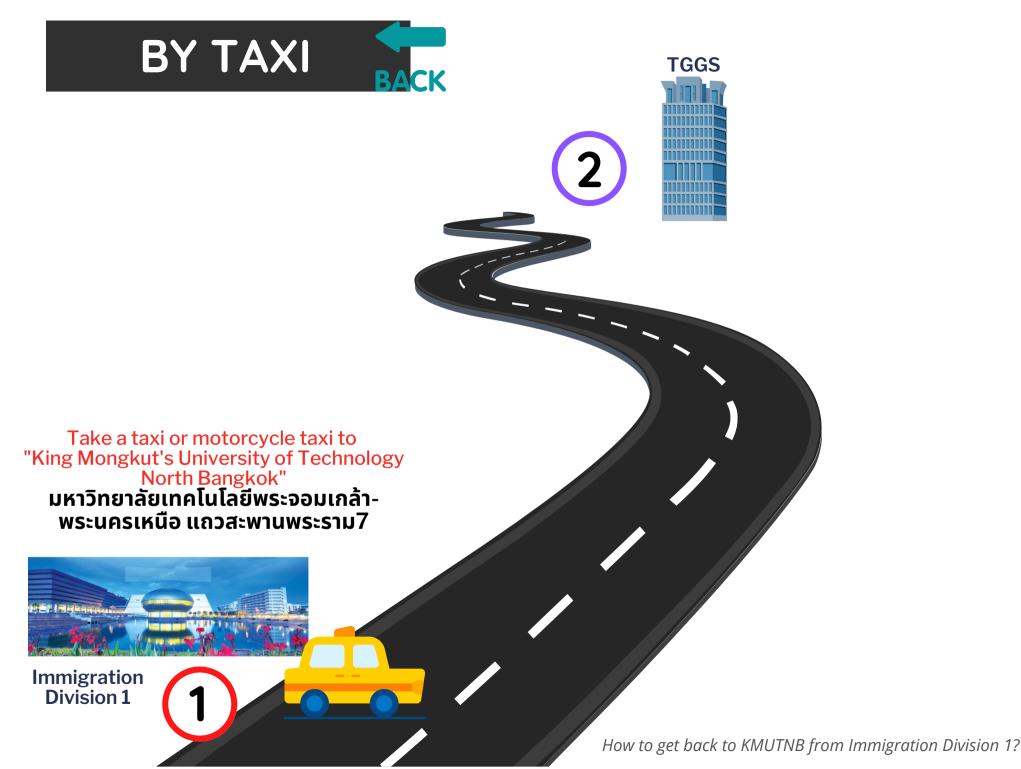
Sky train and taxi are recommended







Immigration
Division 1



Does Immigration Division 1 have an online service?

Yes, you can check the immigration division 1 Online Service and Public Guide at https://bangkok.immigration.go.th/en/onlineservice-and-publicguide/



Where can students download the Immigration forms?

The forms can be downloaded at https://bangkok.immigration.go.th/en/downloads_en/



Where and who can students contact if they have visa-related questions? (1)

1. The Government Contact Center



Call center (available 24 hours): 1111 (English, Chinese, and Thai speaking) and request to speak with the staff



Email: contact_1111@gcc.go.th



Facebook

https://www.facebook.com/GCC1111/



Website

https://www.1111.go.th/

Where and who can students contact if they have visa-related questions? (2)

2. Immigration Division 1



Tel: 0-2141-9889, 081-412-9180 (Office Hours: Monday to Friday; 08.30 – 12.00 hrs., 13.00 – 16.30 hrs., except Public Holidays)



HOTLINE: 1178



Email: division1.immigration@gmail.com





or



https://bangkok.immigration.go.th/en/home_en/

https://www.immigration.go.th/en/