



STUDENT VISA MATTERS FOR INTERNATIONAL STUDENTS



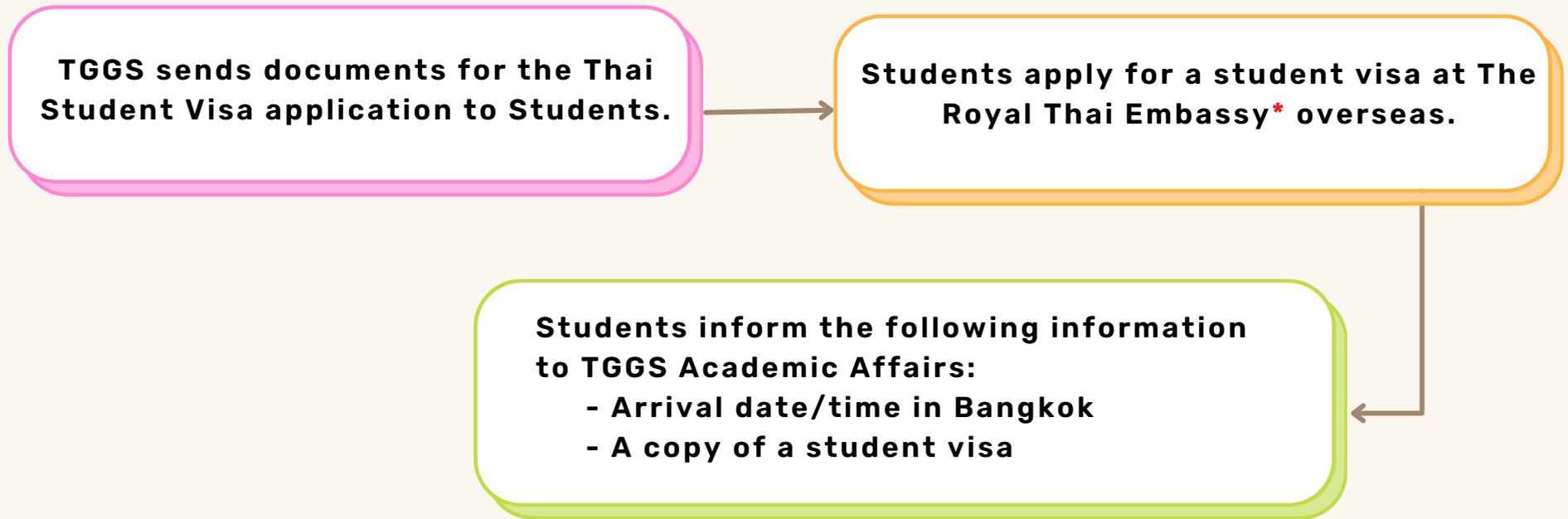
Student Visa Application

**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



***Remark:**

Based on TGGs experiences and feedback from TGGs international students, we recommend that Students 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 90 days, 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.

How to check a Thai Student visa expiry date?



Your date of entry.

The last day you can stay in Thailand.



VERY IMPORTANT REMARK

Once you arrive in Thailand **"WITH A VISA"**, airport immigration will stamp you with a **90-day stay permit**.



IF THE STAMP YOU RECEIVE IS LESS THAN 90 DAYS, PLEASE IMMEDIATELY NOTIFY THE AIRPORT IMMIGRATION OFFICER TO CORRECT IT.

It is possible that this will occur if the immigration officer does not notice your visa.

What should I do if I arrive in Thailand on a tourist visa?

All students **must enter Thailand with a Student Visa (Non-Immigrant ED)** to comply with the regulations of the Ministry of Higher Education, Science, Research and Innovation.

However, if you have a necessary reason to enter Thailand on a Tourist Visa, you must follow these procedures:

- Change your Tourist Visa to a Student Visa (Non-Immigrant ED) at least 15 days before the expiration date of your Tourist Visa, otherwise you will be required to leave Thailand.
- After the change of visa type is approved, you will be permitted to stay in Thailand for 90 days.
- If you wish to stay longer than 90 days, you must apply for a visa extension.
- If you overstay in Thailand, you must return to your home country to apply for the appropriate visa at a Royal Thai Embassy or Consulate.

Important Notes:

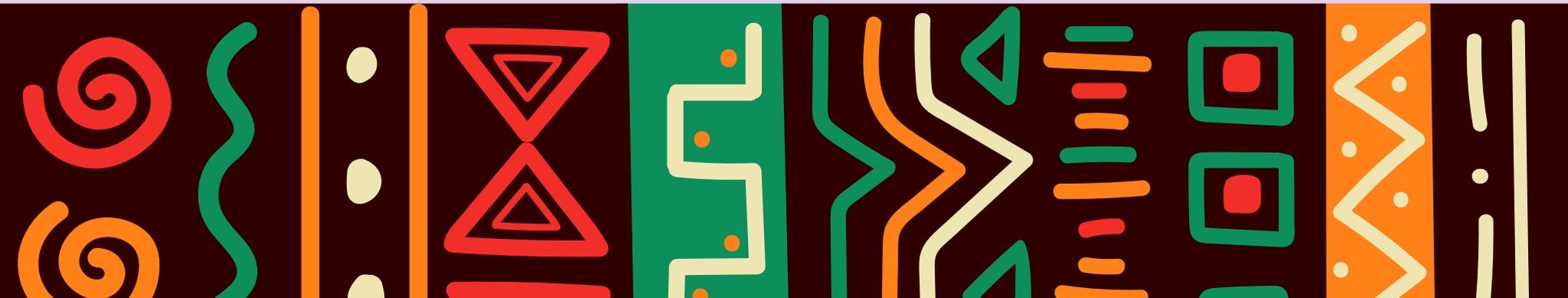
- Students must request a visa changing letter from the university at least 1 month before the expiration date of their current visa.
- Students must submit the application form together with the university's visa changing letter to the Immigration Bureau at least 16 days before the expiration date of their visa, in accordance with Immigration Bureau regulations.

A Tourist Visa (TR) can be changed to a Non-Immigrant ED Visa if it has more than 21 days of validity remaining.

Student Visa Extension

Student Visa Extension

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.

4

Fee of 100 THB in cash.

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

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).

3

A copy of TM.30 with the immigration signature and stamp from the student accommodation or TM.30 from Host (online registration).

4

A criminal record issued by the Royal Thai Police.

5

Your original passport.

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

6

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).**

7

A letter requesting a visa extension issued by TGGS.

8

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**

Students make an appointment with the Royal Thai Police for a criminal record check service.

Students submit the following documents to TGGs Academic Affairs by **placing them in the basket in front of TGGs Academic Affairs:**

1. TG94
2. A copy of passport
3. A copy of Thai ED Visa (Sticker Page)
4. A copy of immigration stamp

TGGs Academic Affairs provides a letter requesting a criminal record check.

Students pick up the documents in the basket in front of the TGGs Academic Affairs Office **one day (after 14.00 hrs.)** before going to the Royal Thai Police.

Students proceed with the fingerprinting process for the criminal background check.

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

Students go to the Criminal Records Division, Royal Thai Police on the appointed date and time

Students gather all required documents for a criminal record check

Students verify the authenticity of the documents

correct

incorrect

The Royal Thai Police sends the criminal record to TGGs.

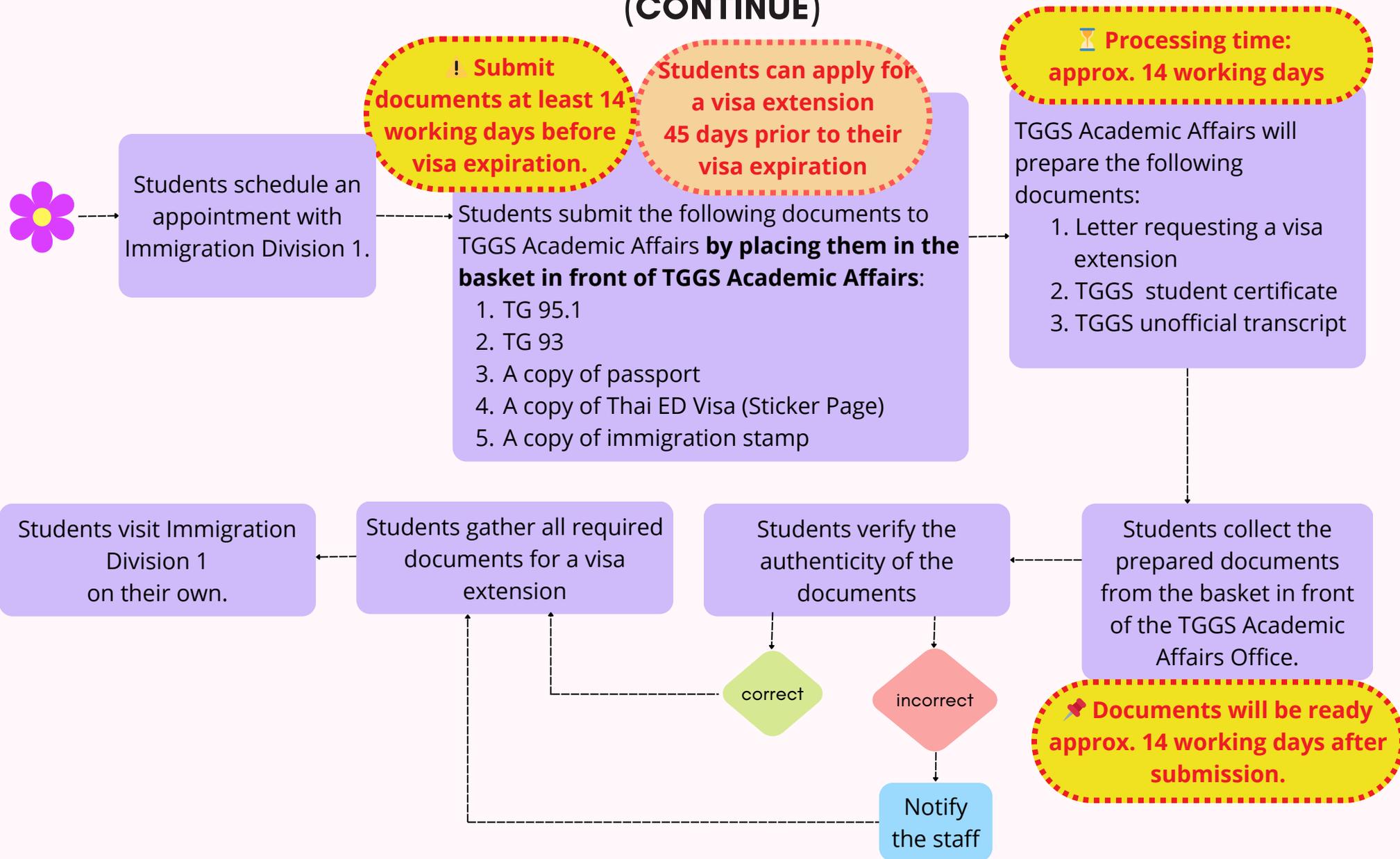
TGGs notifies students via email after receiving the criminal record from the Royal Thai Police

Students pick up the criminal record in the basket in front of TGGs Academic Affairs Office



(continued on next page)

VISA EXTENSION PROCESS FOR AFRICAN NATIONAL STUDENTS (CONTINUE)



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



Important remark 1:



- If you wish to walk in, please be informed that queue tickets at Immigration Division 1 will be provided at counter N1 (Visa Extension for Students) only until 12:00 noon.

Important remark 2:

- Students **MAY NOT** receive documents from TGGs on time if they submit documents less than **14 working days** 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.

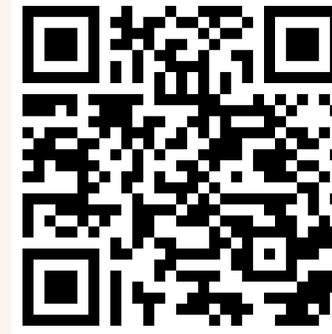
Where can Students make an appointment with the Royal Thai Police for a criminal record check?

<https://www.crdqonline.com/>



Where can Students get the TGGs forms?

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



Where can Students make an appointment with the the the Immigration Division 1?

<https://bangkok.immigration.go.th/en/onlineservice-and-publicguide/>



Choose: **Government Complex ChaengWattana Rd.**
• **Government Complex Ratthaprasasana Phakdi Building**

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.

If the online booking system shows that all slots are full, you have 2 options:

Walk-in (apply directly at Immigration Division 1)

- For students, please go to Counter N1
- Service is available only until 12:00 noon. After 12:00, no new queue will be accepted.

e-Extension through VFS

- VFS is the official partner agency of the Immigration Bureau of Thailand
- You can apply online, select your appointment date & time, and visit Immigration only once to get the visa stamp (less waiting time, most steps done online)
- Additional service fees apply (approx. 500–5,000 THB)
- More details & application: <https://thaiextension.vfsevisa.com/>

Student Visa Extension

NON-AFRICAN NATIONAL STUDENTS

(All nationalities except African countries)



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

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).

3

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)

5

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.

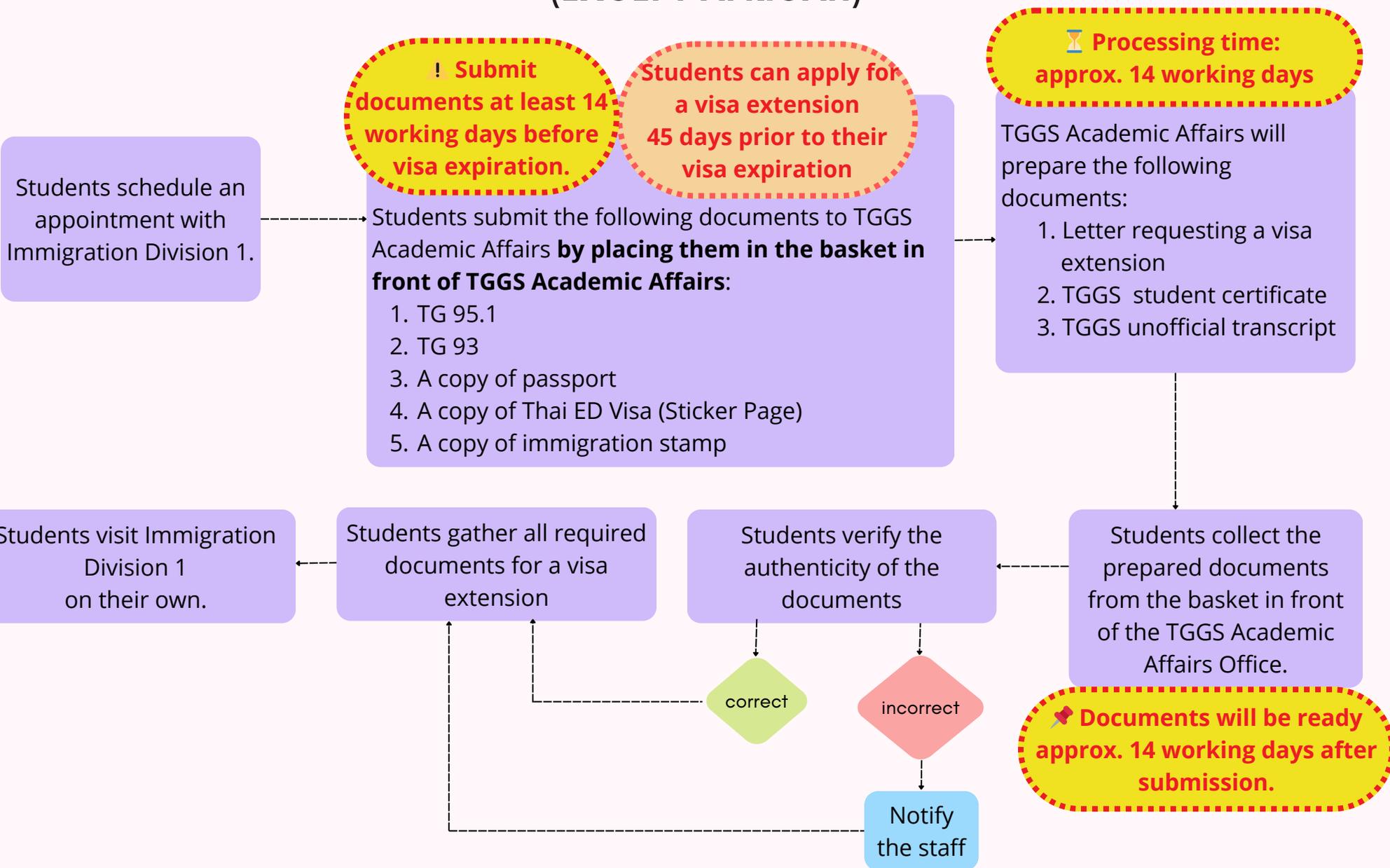
7

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)



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



Important remark 1:



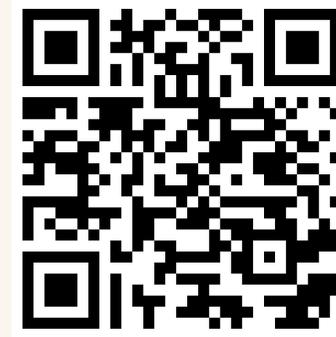
- If you wish to walk in, please be informed that queue tickets at Immigration Division 1 will be provided at counter N1 (Visa Extension for Students) only until 12:00 noon.

Important remark 2:

- Students **MAY NOT** receive documents from TGGs on time if they submit documents less than **14 working days** 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 students get the TGGGS forms?

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



Where can students make an appointment with the the the Immigration Division 1?

<https://bangkok.immigration.go.th/en/onlineservice-and-publicguide/>



- Choose: Government Complex ChaengWattana Rd.
- Government Complex Ratthaprasasana Phakdi Building

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.

If the online booking system shows that all slots are full, you have 2 options:

Walk-in (apply directly at Immigration Division 1)

- For students, please go to Counter N1
- Service is available only until 12:00 noon. After 12:00, no new queue will be accepted.

e-Extension through VFS

- VFS is the official partner agency of the Immigration Bureau of Thailand
- You can apply online, select your appointment date & time, and visit Immigration only once to get the visa stamp (less waiting time, most steps done online)
- Additional service fees apply (approx. 500–5,000 THB)
- More details & application: <https://thaiextension.vfsevisa.com/>

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



According to The Immigration Act, B.E.2522, the foreigner who has received a temporary stay permit and stayed in the Kingdom of Thailand over 90 days must notify his/her residence to immigration officer every 90 days.

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



HOW TO NOTIFICATION



Online

Recommended

However, for the first application, students are required to go in person.

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 Thailand Post service only 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/



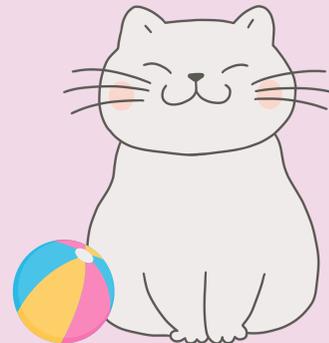
Re-entry Permit



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

Otherwise, their visa will be invalidated, and they will have to repeat the **WHOLE** 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.





WHERE CAN STUDENTS OBTAIN A RE-ENTRY PERMIT?



IMMIGRATION DIVISION 1

2nd floor, Building B
(south side)



DON MUANG AIRPORT

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



SUARNABHUMI AIRPORT

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



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

1

An application Form (TM.8) (attached photograph (4*6 cm.) that is not less than 6 months old)

2

Your original passport

3

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)**

4

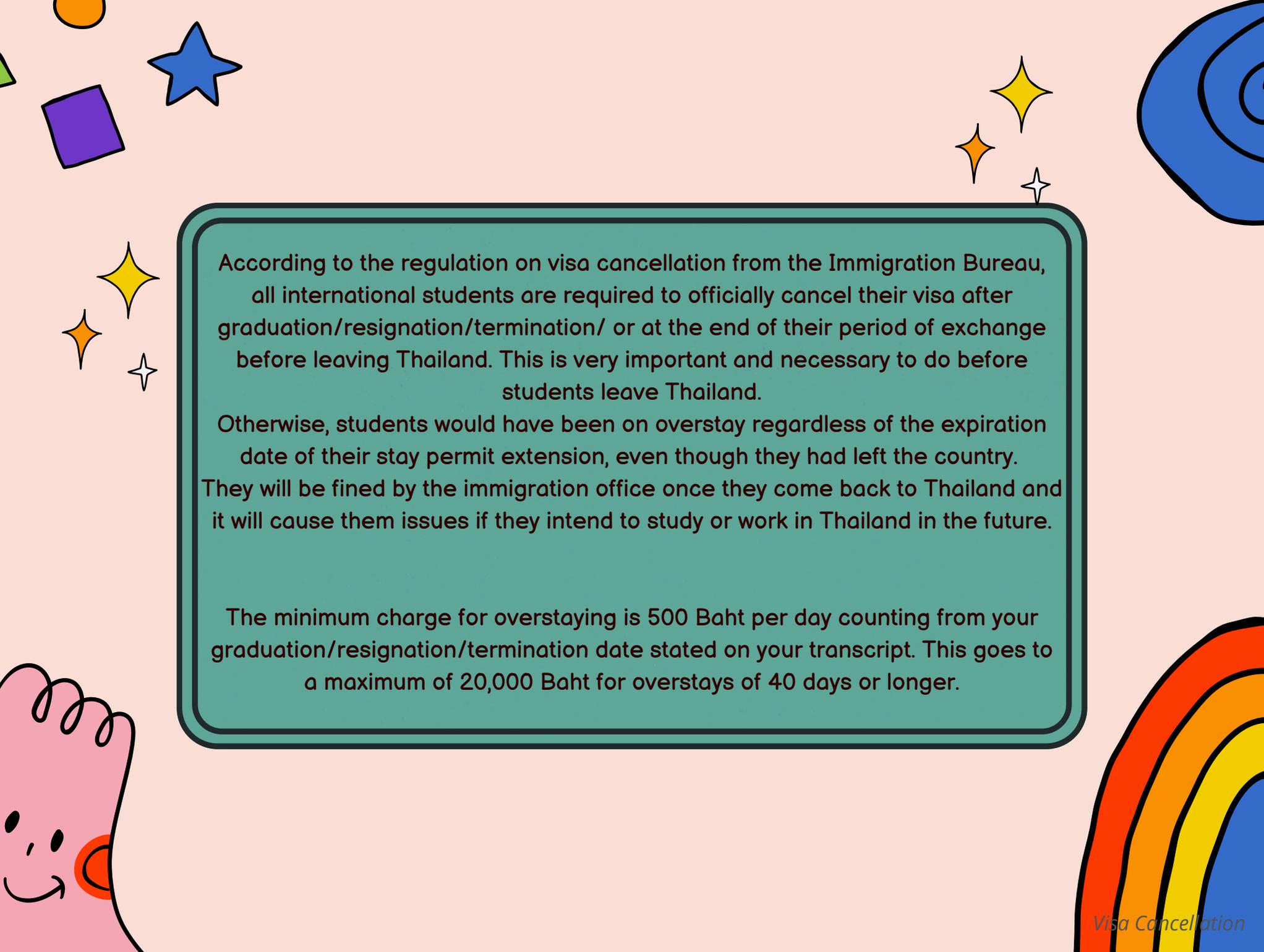
Application fee

- **1,000 THB for a single re-entry permit**
- **3,800 THB for a multiple re-entry permit**

5

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.



If you leave only a few days before your visa expires, cancellation is not required. If you leave much earlier (e.g., one month), cancellation may be recommended.

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 cancellation

1

A letter requesting a visa cancellation from TGGGS

2

TGGGS unofficial transcript

3

TGGGS student certificate

4

Your original passport

5

Your flight ticket

6

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 14 working days** before your departure date

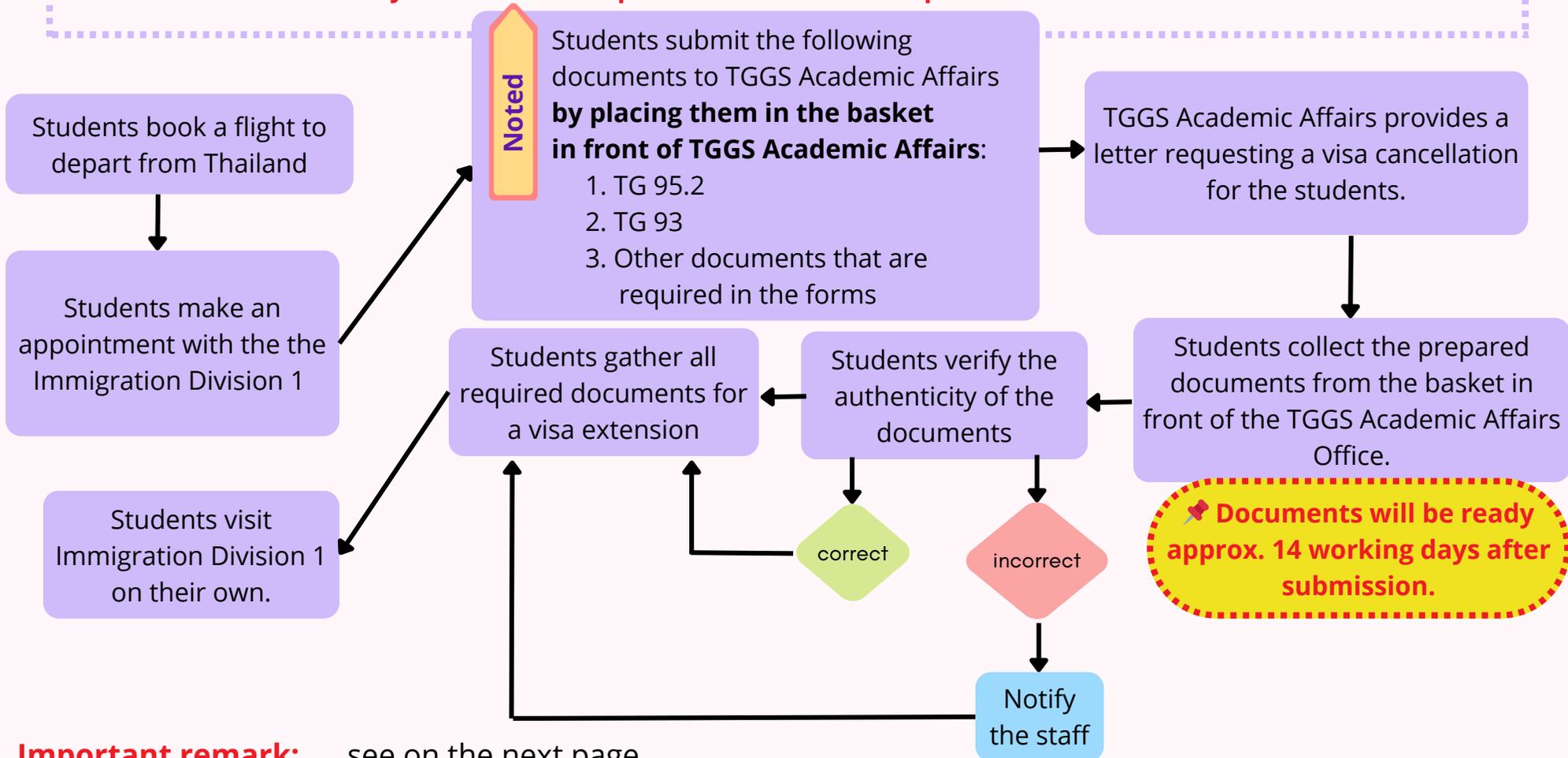
For **coursework exchange students**: **At least 14 working days** before the end of the semester

For **internship/thesis exchange students**: **At least 14 working days** before your exchange end date



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.



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



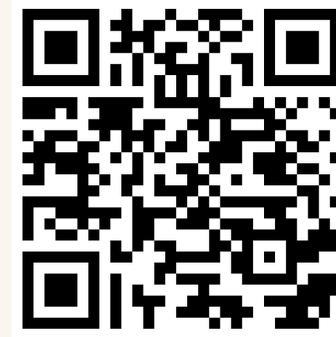
Important remark:

- 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.



Where can students get the TGGGS forms?

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



Where can students make an appointment with the the the Immigration Division 1?

<https://bangkok.immigration.go.th/en/onlineservice-and-publicguide/>



- Choose: Government Complex ChaengWattana Rd.
- Government Complex Ratthaprasasana Phakdi Building

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)

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 Students wish to extend his or her stay in Thailand, he or she must contact the Immigration Division 1.



In the case of Students 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 Rattaprasasana 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



2

Walk to "Krung Thep Aphiwat Central Terminal Station" around 10 minutes
สถานีกลางกรุงเทพอภิวัฒน์
(สถานีกลางบางซื่อ)


Krung Thep Aphiwat
Central Terminal Station

Take Sky Train (SRT):
Dark Red Line to
"Lak Si Station"
สถานีหลักสี่

Lak Si Station



Exit through Gate 3 (Local Road,
opposite IT Square Building)

1

Take bus number "97" to
"MRT Bangsue bus stop"
MRTบางซื่อ

TGGS



3



4

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

ศูนย์ราชการ แจ้งวัฒนะ (อาคารบี) ฟังทิสใต้
(ต.ม. แจ้งวัฒนะ)

6

Immigration
Division 1

5



BY TAXI



2

Immigration
Division 1

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



1



How to get to Immigration Division 1 from KMUTNB?

How to get back to KMUTNB from Immigration Division 1?

Sky train and taxi are recommended



BY SKY TRAIN



Lak Si Station



Krung Thep Aphiwat
Central Terminal Station

Walk to
"MRT Bangsue bus stop"
around 10 minutes
ป้ายรถเมล์ MRT บางซื่อ

Take Sky Train (SRT):
Dark Red Line to
"Krung Thep Aphiwat
Central Terminal Station"
สถานีกลางกรุงเทพอภิวัฒน์
(สถานีกลางบางซื่อ)



5

Take bus number "97"
to KMUTNB
ม. พระจอมเกล้า-
พระนครเหนือ

TGGS



6

4

3

Take a taxi or motorcycle taxi to
Sky Train (SRT): Dark Red Line to
"Lak Si Station"
สถานีหลักสี่



1

Immigration
Division 1



2

BY TAXI



TGGS



Take a taxi or motorcycle taxi to
"King Mongkut's University of Technology
North Bangkok"

มหาวิทยาลัยเทคโนโลยีพระจอมเกล้า-
พระนครเหนือ แถวสะพานพระราม7



Immigration
Division 1



How to get back to KMUTNB from 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



Website



or



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

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