

KMITL
พระจอมเกล้าลาดกระบัง



Visa Matters

For International students

Student Visa

is a general visa for those who are studying or taking courses in Thailand, it is just one type of visa but can be classified into two:

- Those who are enrolled and taking classes in Language Schools or Vocational Courses.
- Those who are enrolled in International schools or pursuing their degrees in Colleges or Universities.



How to apply for a student visa:

You can apply for one at a Royal Thai Embassy overseas or convert your visa to a student visa at the Thai Immigration Bureau, but your visa should have at least 15 days left before its expiry date to convert it.

Requirements for the Thai Student Visa Application:

Personal documents from applicant:

- T.M. 7 Application form
- Passport valid for at least 6 months or more
- TM. 6 Departure Card
- Two (2) photographs size 4x6 cm.



***Please note that people of the following nationalities: Bangladesh, China, India, Iran, Sri-Lanka and Middle Eastern countries must apply from their country of origin.

Requirements for the Thai Student Visa Application (continued):

- **To study at a government university or lower level**
- A cooperation/recommendation letter from the dean (or higher) of your university or from the director of a lower level academic institute for a visa or visa status alteration.
- A cooperation/recommendation letter from the relevant department approved by the Ministry of Education in the case of an academic institute of lower level than university or from the office of educational services for a visa or visa status alteration.
- A copy of the applicant's academic record (with the latest tuition fee receipt).

Non-Imm ED Visa



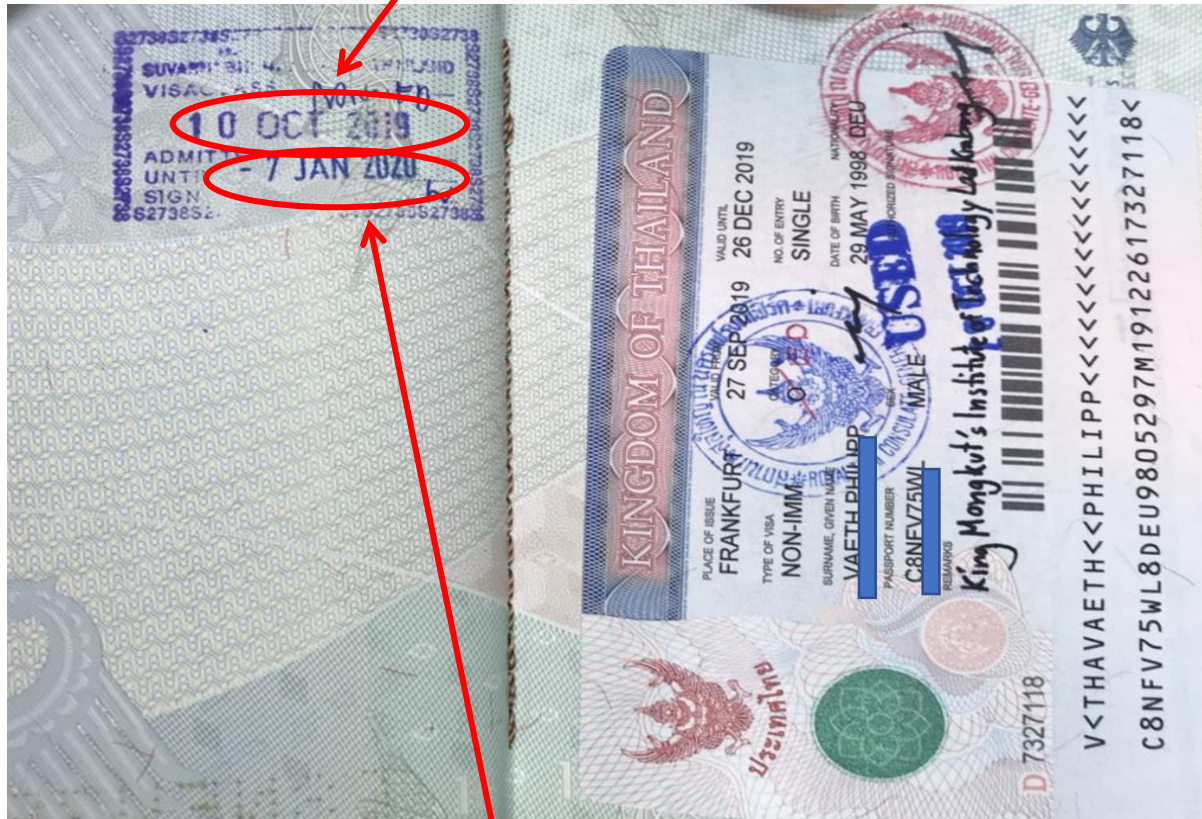
Applying from a Royal Thai Embassy overseas



Converting Visa to a Student Visa at The Thai Immigration Bureau

How to check your visa expiry date:

The first date you arrive in Thailand



Your visa expiry date

The “Thai Student Visa” or “Non-Immigrant ED” Visa is valid for **3 months** when first applying at a Royal Thai Embassy overseas or when converting it at the Thai Immigration Bureau, but it can be extended for **1-year** at the Immigration Bureau.

How to extend your visa:

1 MONTH BEFORE VISA EXPIRES

Submit your passport, education evidence, TM.30 and contact your faculty or college.

The faculty or college will take the process to The office of International Affairs (OIA).

OIA sends completed documents to extend your visa back to your faculty or college.

Students pick up their completed documents at their faculty or college.

Students gather all required documents to extend visa and go to the Immigration Bureau.



VISA Extension

Documents Required

- Application form (T.M.7)
- Passport and Copy of passport
- T.M.6 Departure card and copy
- Photo 3.5 cm. x 4.5 cm.
- 1,900 baht fee
- Letter for an extension of stay from KMITL
- Educational evidence (such as a copy of your transcript, the certificate of admission or a student ID card)
- TM.30 with the immigration signature and stamp

NOTE: A fine of 500 Baht per day will be applied if a visa extension does not meet the expiry date deadline

Proceed at : Immigration Bureau
The Government Complex ,
Building B, Chaengwattana Soi 7, Laksi, Bangkok
Tel: 0-2141-9889 Fax: 0-2143-8228
Office hour: Mon-Fri 8.30 – 12.00 and 13.00 – 16.30

How to extend visa:

Example TM.7 form

ตม.๗
TM.7

คำขออนุญาตเพื่ออยู่ในราชอาณาจักรเป็นการชั่วคราวต่อไป
APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM

ที่ทำการตรวจคนเข้าเมือง Chiangmai
Immigration Office

วันที่ 16 เดือน July พ.ศ. 2014
Date Month Year

เรียน ผู้บัญชาการตำรวจแห่งชาติ
TO Commissioner – General, Royal Thai Police

ข้าพเจ้า (นาย / นาง / นางสาว) ชื่อสกุล Jones ชื่อตัว Joseph
I, (Mr. Mrs. Miss) family name first name

ชื่อรอง Sam อายุ 63 ปี เกิดวันที่ 09 เดือน October พ.ศ. 1950
middle name age years date of birth month year

สถานที่เกิด Los Angeles, California/USA สัญชาติ American
Place of birth nationality

ถือหนังสือเดินทางหรือเอกสารใช้แทนหนังสือเดินทาง เลขที่ 123456789 ลงวันที่ 16
holding passport or traveling document no dated

เดือน Jan พ.ศ. 2008 ออกให้ที่ USA มีอายุใช้ได้ถึงวันที่ 15
Month year issued at valid until

เดือน Jan พ.ศ. 2018 ประเภทของวีซ่า Non-immigration O
Month year kind of visa

ได้โดยสารโดยพาหนะ Air KE667 จาก Seoul, South Korea
Arrived by (mode of transportation) from

เข้ามาทางด่าน Chiangmai วันที่ 18 เดือน May พ.ศ. 2014
Port of arrival date month year

บัตรขาเข้า/ขาออก ตม.๖ ลำดับที่ XG12345
arrival/departure card TM.6 no.

ข้าพเจ้าขอยื่นคำขออนุญาตเพื่ออยู่ในราชอาณาจักรเป็นการชั่วคราวต่อไปอีก มีกำหนด 365 วัน
I wish to apply for an extension of temporary stay in the Kingdom for another period of days.

เหตุผลขอผู้ต่อ
Reason (s) for extension Retirement

ขอแสดงความนับถืออย่างสูง
Yours sincerely,

ลายมือชื่อหรือลายนิ้วหัวแม่มือขวา _____ ผู้ขอ
Signature or right thumb print Applicant

How to extend visa (continued):

T.M.6 ตม.6 **บัตรขาออก**
 THAI IMMIGRATION BUREAU DEPARTURE CARD

ชื่อสกุล Family Name	[REDACTED]		
ชื่อตัวและชื่อรอง First & Middle Name	[REDACTED]		
วัน-เดือน-ปีเกิด Date of Birth	DD 20	MM 10	YYY 1989
เลขที่หนังสือเดินทาง Passport no.	[REDACTED]		
สัญชาติ Nationality	TAIWAN		
หมายเลขเที่ยวบินหรือพาหนะอื่น Flight no./ Vehicle no.	FD243		
ลายมือชื่อ Signature	Hsueh Ly Te		

LT28955

Example of TM.6

How to extend visa (continued):

ระบบสารสนเทศ สำนักงานตรวจคนเข้าเมือง

(extranet.immigration.go.th)FNSEARCHHOTELFORM30 : ค้นหาข้อมูลแจ้งรับคนต่างด้าวเข้าพัก(Search TM.30)

Welcome

*รหัสที่พักอาศัย : 10B02427 คอนโดไอรিস แอเวนิว (104/132)
User Name

ที่ตั้ง ที่พักอาศัย : 104/132 ลาดกระบัง ลาดกระบัง กรุงเทพมหานคร
Address

*วันที่เข้าพัก (พ.ศ.): 30/08/2562
Check-in Date From

*ถึงวันที่เข้าพัก (พ.ศ.): 04/09/2562
Check-in Date To

ค้นหาได้เฉพาะช่วงเวลาการแจ้งทั้งหมดกันไม่เกิน 7 วัน (Search only the notification period not exceeding 7 days apart.)

ค้นหา ยกเลิก

1 - 2 จาก 2 รายการ หน้า 1/1 หน้า

ลำดับที่	ชื่อ-สกุล	หนังสือเดินทาง	บัตรขาเข้าเลขที่	เพศ	วันที่เข้าพัก	วันเดินทางเข้า	ยกเลิกบันทึกแจ้ง
1	[REDACTED]	[REDACTED]	[REDACTED]	หญิง	30 ส.ค. 2562	22 ก.ค. 2562	
2	[REDACTED]	[REDACTED]	[REDACTED]	ชาย	30 ส.ค. 2562	22 ก.ค. 2562	

Or TM.30 from Host (Online registration)

Notification of staying in Thailand over 90 days

Foreigners who stay or plan to stay in Thailand over 90 days must notify your residence to the Immigration Office within 90 days through the following methods:

The Foreigner can make the notification in person, by registered mail or online by scanning this QR code link:



Notification of staying in Thailand over 90 days (continued)

Documents Required for “ Notification by registered mail” (send mail 15 days before the renewal date)

- Copy of the following passport pages:
 - Front page showing Name/Surname/Passport No., etc.
 - Current VISA
 - Last Entry Stamp of Immigration
 - Last VISA extension
 - Copy of T.M.6 departure card.
 - Previous notifications of staying over 90 days (if any*).
 - Completed and signed T.M.47 notification form.
 - Envelope with 10 Baht stamp affixed and return address of foreigner so the officer in charge can send it back.
- *The lower part of the T.M.47 form must be kept for reference and for future notifications of staying over 90 days.

ADDRESS FOR MAIL

90 Days Registration
Immigration Division 1
Chalermprakit
Government Complex
120 MOO 3 ,
CHAENGWATTANA
ROAD, SOI 7, LAKSI,
BANGKOK 10210

Re-entry permit

Foreigners in KMITL who plan to spend their holidays outside of Thailand need to apply for a **single or multiple re-entry permit** before their departure. Otherwise their visa will be **invalidated**, and they will have to go through the whole process of getting the proper visa at a Thai Embassy or Consulate outside Thailand, again.

- **A single re-entry permit costs 1,000 baht** and allows you to travel one time.
- **A multiple re-entry permit** which allows you to go in and out of Thailand as many times as you desire and lasts until the expiry of your visa extension, **costs 3,800 baht.**



Re-entry permit

The re-entry permit can be obtained 2 ways:

1. At Immigration Division 1, The Government Complex branch, Chaengwattana Road
2. At Passport Control (East side), Suvarnabhumi Airport on the same day that you have a boarding flight, but you must go check-in early (may be a bit risky).

At

**The Thai
Immigration office**

Required documents:

- Re-entry Permit form TM.8 available at the office
- One recent 4 x 6 cm full-face photo
- A copy of the page containing the most recent entry visa
- A copy of the page containing the stamp and "Kingdom of Thailand " label
- A copy of the photo and information page of the passport
- 1,000 Baht for a single re-entry or 3,800 Baht for a multiple re-entry permit

At

Suvarnabhumi Airport

Required documents:

- One recent 4 x 6 cm full-face photo
- A copy of the page containing the most recent entry visa
- A copy of the page containing the stamp and "Kingdom of Thailand " label
- A copy of the photo and information page of the passport
- 1,000 Baht for a single re-entry or 3,800 Baht for a multiple re-entry permit

What do I do after graduation or at the end of my exchange period?

The Thai Immigration Office requires all educational institutions to report and cancel student visa extensions as soon as their students graduate or at the end of their period of exchange.

If not, your visa would not have been cancelled and you would have been on overstay, even though you had left the country. This causes many people to unknowingly go on overstay and get fined if they come back.

*To avoid overstay, All foreigners must cancel their visas before leaving the country.



Cancelled
visa!!

Cancelling Visas & getting **FINED**

Graduating students are advised to prepare to leave Thailand within **two weeks after their final exam** or **the day their thesis receives its final grade**.

All graduating students are required to submit their original passport to the faculty/college **1 month before** their departure date or during their final exam/thesis defense, whichever comes first.

- KMITL will prepare a letter to request visa cancellation as the student has graduated.
- The graduates are required to go to the Thai Immigration office and get a visa extension cancellation stamp in their student passport. Students can go cancel their visa 21 days before their departure date.

***Failing to do so may result in an overstay **fine of 500 THB** per day if the graduate continues to stay in Thailand after the graduation date.

KMITL will not be responsible for any fine or inconvenience if a graduate fails to comply with this requirement.