

### Please note that:

- When filling out any of the aforementioned application forms, students must use their full name as it appears on their passport.
- Students may check the Immigration Bureau's website for more details and inquire about any new steps and/or changes in the process ([www.immigration.go.th](http://www.immigration.go.th))

### Fees as specified by Law:

Visa Extension	1,900 baht.
90- Day Notification	2,000 baht fine for a late 90- Day notification at the immigration. 4,000 baht if arrested by police.
Re- entry Permit	1,000 baht for a single entry. 3,800 baht for a multiple entry.
Change Visa Type	2,000 baht

### Emergency Contact:

Tourist Police	Tel. 1155
Immigration Office at Chaengwattana, Bangkok Tel. 02-1419889	Bangkok Government Center Building B (2 <sup>nd</sup> floor, South), Chaengwattana Road, Bangkok



### Terms and Conditions:

Knowing and following the visa regulations is the responsibility of all Siam University foreign students. Siam University will not be responsible or liable, directly or indirectly, in any way for any consequences of any kind incurred as a result of your failure to comply with the visa regulations.

### Contact: International Student Center

19<sup>th</sup> Building, 9<sup>th</sup> Floor (Room 19-904)

### Siam University

38 Petkasem Road, Phasi- charoen, Bangkok 10160

Tel: 02- 867 8071/ 02- 457 0068 Ext: 5361

Email: [isc@siam.edu](mailto:isc@siam.edu)



### VISA INFORMATION FOR INTERNATIONAL STUDENTS



### 90- DAY NOTIFICATION

Once the Immigrant Bureau has admitted students into the country, their passports will be stamped with conditions of entry. One such condition is the 90- Day Notification.

90- Day notification form TM. 47 available at the International Student Center or [www.immigration.go.th](http://www.immigration.go.th)

#### Note:

- The notification must be done **15 days** before the due date.  
***\*This notification period is subject to changes according to the Immigrant Bureau. Please check their website for latest updates.\****
- If students stay in Thailand over 90 days without notifying the Immigrant Bureau later than the specified period, a fine of **2,000 THB** will be charged. If a student who does not submit the 90- day notification is arrested, they will be fined **4,000 THB**.
- If students leave the country and then re-enter, the counting of the next 90-day period starts at 1 in every case.
- **The notification of staying in Thailand over 90 days is in no way equivalent to a Visa Extension.**

### VISA CANCELLATION

Students holding **Non- Immigrant Visa** from Siam University- who will graduate, would like to transfer his/her credits to other institute, apply for further study or to work in Thailand, are required to contact our office to request a **cancellation of visa letter 4 weeks prior to the due date**. If you do not get this letter, you may be fined **500 THB per day** at the Immigrant Bureau from the day you graduate from Siam University to the day you are accepted by another institute or organization. Besides, according to the rule of the Immigrant Bureau, students who cancel their visas have to **leave Thailand within 48 hours**.

### RE- ENTRY PERMIT

**Students 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 Non-immigrant visa "ED" (education visa) will be invalidated and they will have to go through the whole process of getting the proper student visa at a Thai Embassy or Consulate outside Thailand. The re-entry permit can be obtained at the **local Immigration Bureau, and airport**.

### VISA EXTENSION

The International Office, located on the 9<sup>th</sup> floor of Building 19, is available to assist international students in applying for student visa renewal. **Please contact and get the visa form at the International Office 5 weeks prior to the visa expiry date.**

#### Documents required to extent Non-immigrant "ED" visa in Thailand:

1. Fill the Visa extension form ( at the International Student Service, 9<sup>th</sup> Floor)
2. Passport, with a remaining validity of not less than 6 months
3. 2 copies of Passport (all pages)
4. 2 copies of Departure Card
5. 2 copies of Student ID
6. Original Transcript from the registration office (Building 12, 1<sup>st</sup> floor) and 1 copy of it
7. 2 copies of Receipt from the finance office ( Building 19, 1<sup>st</sup> floor)
8. 1 copy of Residential Tenancy Agreement
9. 1 copy of Abbot Certification Letter ( for Monk only)
10. For new Bachelor students: 2 copies of High School Degree Certificate and Transcript
11. For new Master students: 2 copies of Bachelor Degree Certificate and Transcript

#### Remarks:

- Please bring your original passport and original student id when you submit the required documents at International Student Service.
- **Bachelor's student should enroll a minimum of 18 credits or 6 subjects per semester.**
- **Master's student should enroll a minimum of 12 credits or 4 subjects per semester.**