



VISA PROCEDURES MANUAL

Compiled by

**Office of International Affairs and Global Network,
Chulalongkorn University**

As of October 2020

*for Student
& General public*

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1 VISA APPLICATION



1.1 PRIOR TO YOUR DEPARTURE FOR THAILAND



VISA APPLICATION PRIOR TO YOUR DEPARTURE FOR THAILAND

It is for your own best benefit to apply for a **non-immigrant visa** prior to your departure for Thailand. The following are the types of non-immigrant visas you may apply:

- ED for students,
- B for staff/lecturers,
- Smart Visa for researchers/professors,
- RS for researchers,
- O for dependents,
- F for Official Visa



VISA APPLICATION PRIOR TO YOUR DEPARTURE FOR THAILAND

Step 1 Contact your host Faculty/Institute/School for:

- A cover letter (A request from your host Faculty/Institute/School to the Royal Thai Embassy/Consulate in your country of residence to issue a visa for your traveling to Thailand.)
- A certificate of admission/acceptance or an employment contract

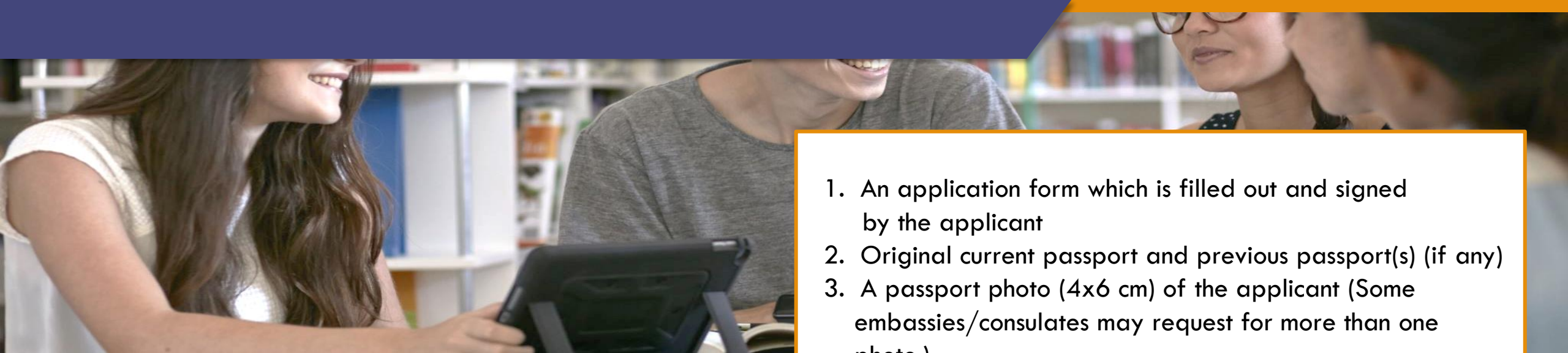


Step 2 Apply for a visa at the Royal Thai Embassy/Consulate in your country of residence.

Important Note:

*Read the application guidelines carefully because each Thai Embassy/Consulate may have additional requirements.





NON-IMMIGRANT VISA (ED)

DOCUMENTS TO BE SUBMITTED

TO THE ROYAL THAI EMBASSY/CONSULATE:

***Required documents** may vary from one embassy to another; please refer to the webpage of the Royal Thai Embassy/Consulate in your home country.

Guideline References:

1. <http://www.thaiembassy.org/abuja/en/home>
2. <http://site.thaiembassy.jp/en/visa/type/9203/>
3. <http://www.thaiembassy.org/london/en/services/7742/84508-Non-Immigrant-visas.html>

1. An application form which is filled out and signed by the applicant
2. Original current passport and previous passport(s) (if any)
3. A passport photo (4x6 cm) of the applicant (Some embassies/consulates may request for more than one photo.)
4. Academic certificate(s) at an upper-secondary/ high school or university level (as appropriate)
5. A cover letter signed by the authority of your host Faculty/Institute/School, together with a photocopy of his/her ID card/passport, endorsed with his/her signature
6. A certificate of admission signed by the authority of your host Faculty/Institute/School, together with a photocopy of his/her ID card/passport, endorsed with his/her signature
7. A copy of the course syllabuses
8. *Financial evidence (e.g. a bank statement, a proof of sponsorship)

As of October 8, 2020

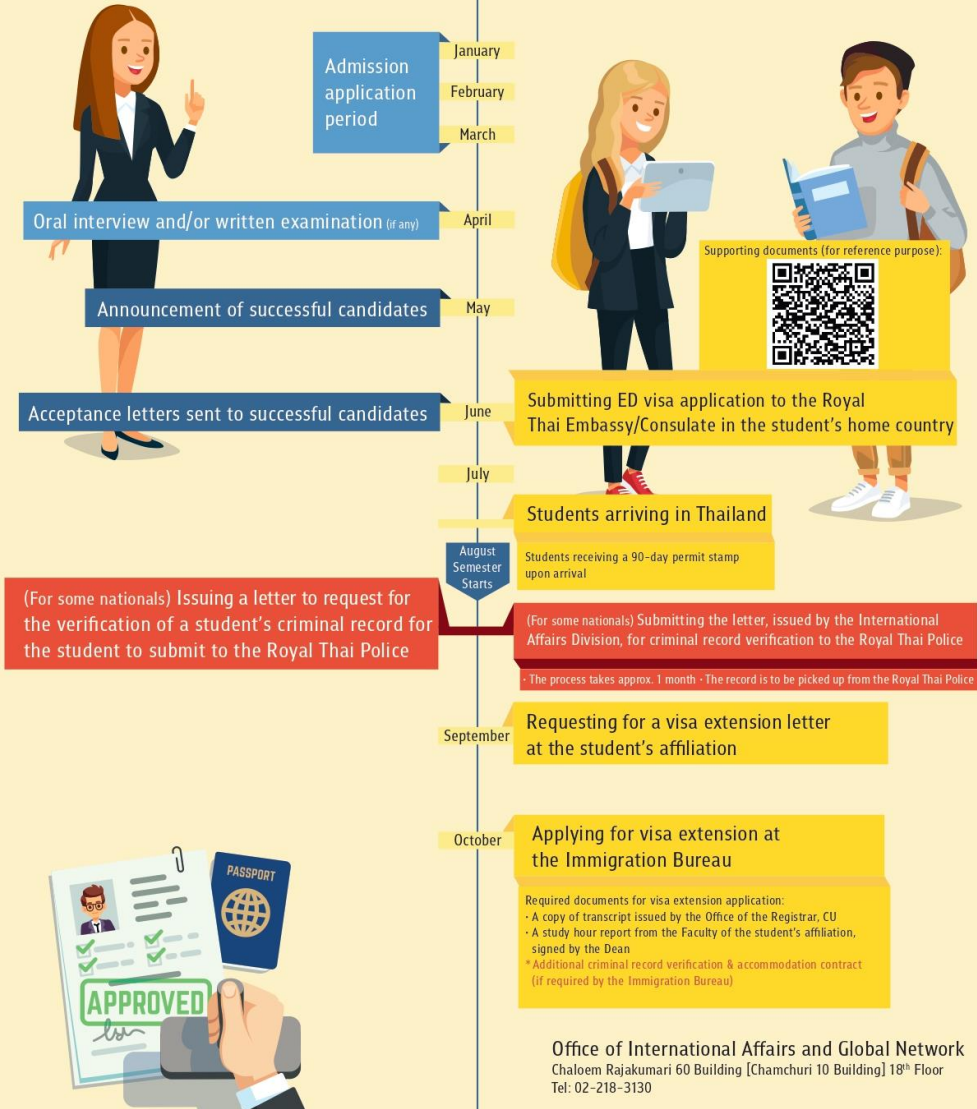
Fall Semester

Procedures for Visa Application/Visa Extension for International Students (Reference for International Affairs Officers) Fall Semester



International Affairs Officers

International Students



Please scan for more information:



SCAN ME

Spring Semester

Procedures for Visa Application/Visa Extension for International Students (Reference for International Affairs Officers) Spring Semester



International Affairs Officers



Faculties review and evaluate candidates

September

Announcement of successful candidates

October

Acceptance letters sent to successful candidates

November

December

January Semester Starts

(For some nationals) Issuing a letter to request for the verification of a student's criminal record for the student to submit to the Royal Thai Police

February



International Students



Supporting documents (for reference purpose):



Submitting ED visa application to the Royal Thai Embassy/Consulate in the student's home country

Students arriving in Thailand

Students receiving a 90-day permit stamp upon arrival

(For some nationals) Submitting the letter, issued by the International Affairs Division, for criminal record verification to the Royal Thai Police

* The process takes approx. 1 month * The record is to be picked up from the Royal Thai Police

Requesting for a visa extension letter at the student's affiliation

Applying for visa extension at the Immigration Bureau

Required documents for visa extension application:

- A copy of transcript issued by the Office of the Registrar, CU
- A study hour report from the Faculty of the student's affiliation, signed by the Dean

* Additional criminal record verification & accommodation contract (if required by the Immigration Bureau)

Office of International Affairs and Global Network
Chaloem Rajakumari 60 Building [Chamchuri 10 Building] 18th Floor
Tel: 02-218-3130

Please scan for more information:



SCAN ME



NON-IMMIGRANT VISA(B) DOCUMENTS TO BE SUBMITTED TO THE ROYAL THAI EMBASSY/CONSULATE:

For more information:

[http://www.consular.go.th/main/th/services/
111218-Non-Immigrant-Visa.html](http://www.consular.go.th/main/th/services/111218-Non-Immigrant-Visa.html)

1. An application form which is filled out and signed by the applicant
2. Original current passport and previous passport(s) (if any)
3. A passport photo (4x6 cm) of the applicant (Some Embassies/Consulates may request for more than one photo.)
4. Evidence of adequate financial support throughout your stay
5. A cover letter issued by the employer, including the details of employment, position, salary and length of the contract, signed by the authority together with a photocopy of his/her ID card/passport, endorsed with his/her signature
6. A letter of approval from the Ministry of Labour. *
7. A photocopy of a work permit issued by the Ministry of Labour and an alien income tax form or the Por Ngor Dor 91 (only in the case where the applicant has previously worked in Thailand)
8. A photocopy of the employment contract
9. Additional documents deemed as necessary

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*An applicant's prospective employer in Thailand is required to submit Form WP3 to the Office of Foreign Workers Administration, Department of Employment, Ministry of Labour, Tel. (+66) (0) 2-2452745.
More information is available on www.doe.go.th/workpermit/index.html



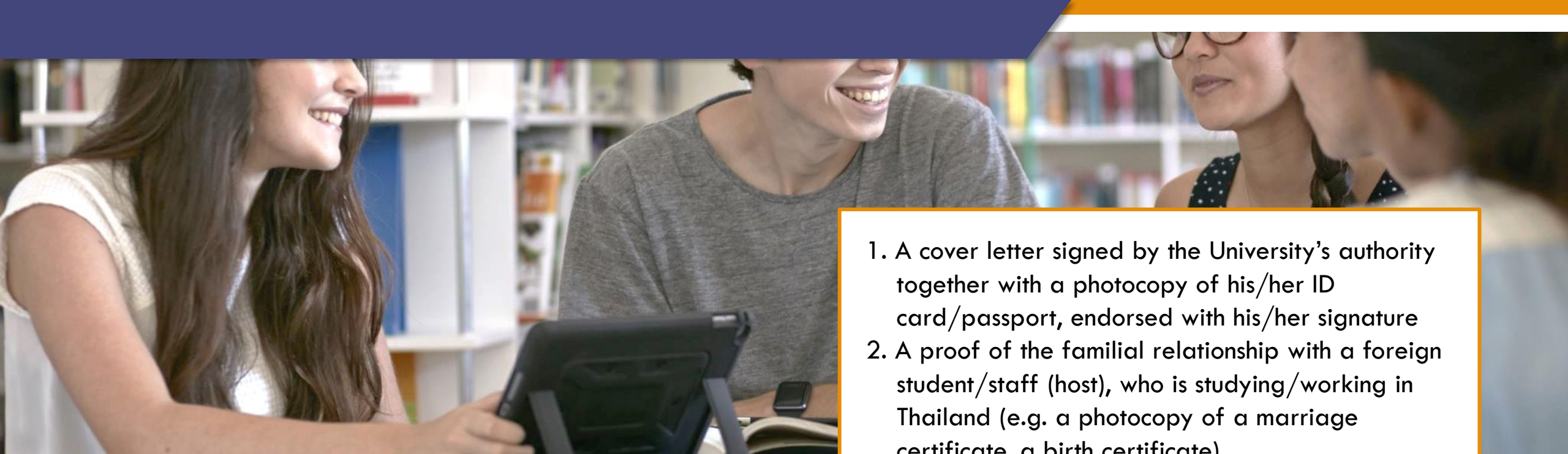
NON-IMMIGRANT VISA (RS) DOCUMENTS TO BE SUBMITTED TO THE ROYAL THAI EMBASSY/CONSULATE:

For more information:

<http://www.consular.go.th/main/th/services/111218-Non-Immigrant-Visa.html>

1. An application form which is filled out and signed by the applicant
2. Original current passport and previous passport(s) (if any)
3. A passport photo(4x6 cm) of the applicant
(Some Embassies/Consulates may request for more than one photo.)
4. A cover letter signed by the authority o your host Faculty/Institute/School, together with a photocopy of his/her ID card/passport, endorsed with his/her signature
5. A photocopy of the applicant's educational certificate
6. A photocopy of the employment contract (in the case that the applicant intends to work in Thailand)
7. A photocopy of the announcement for the allocation of funding for faculty members/ researchers/ foreign artists (applied to the recipients of the University grants only)
8. *Financial evidence (e.g. a bank statement, a proof of sponsorship)
9. Confirmation of legal residence in the applicant's home country
10. Additional documents deemed as necessary (i.e. Certificate of Entry/Confirmation of Entry (COE))

As of October 9, 2020



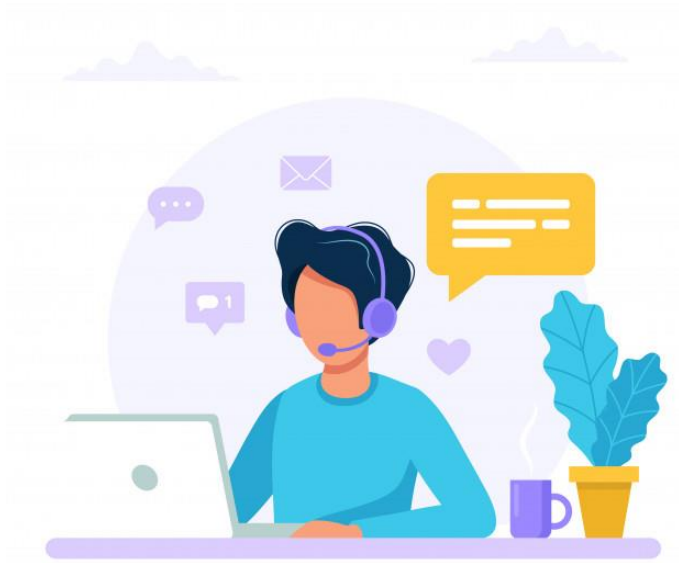
NON-IMMIGRANT VISA(O), THE DEPENDENTS DOCUMENTS TO BE SUBMITTED TO THE ROYAL THAI EMBASSY/CONSULATE:

Important Note:

* Non-O visa is applicable only to direct family members (excluding in-laws).

1. A cover letter signed by the University's authority together with a photocopy of his/her ID card/passport, endorsed with his/her signature
2. A proof of the familial relationship with a foreign student/staff (host), who is studying/working in Thailand (e.g. a photocopy of a marriage certificate, a birth certificate)
3. Personal details of a foreign student/staff (host) in Thailand (e.g. ID card, passport, certificate of admission)
4. A proof of accommodation in Thailand (e.g. hotel booking, accommodation lease agreement)
5. Financial evidence (e.g. a proof of earning/sponsorship)
6. Confirmation of legal residence in the applicant's home country

As of October 9, 2020



For more information about Department of Consular Affairs

Please visit this website: <https://bit.ly/3iL9Ulv>

1.2 VISA APPLICATION FOR CERTAIN NATIONALS



Important Notes:

- For those of certain nationalities (please check for this specific information at the Royal Thai Embassy/Consulate where you have planned to apply for a visa) who wish to apply for a visa, **additional procedures must be completed prior to the application; this includes a request for a criminal record check** at the organization in charge in the applicant's home country. The proof of a criminal record check will later be one of the supporting documents for your application for a visa to Thailand.
- Since the request for a criminal record check may take time, please be prepared for additional time.

1.3 SMART VISA APPLICATION



SMART VISA APPLICATION

Smart Visa is a new type of visa specially designed to attract highly skilled manpower wishing to work or invest in the Kingdom of Thailand. Smart Visa holders will be granted a maximum of 4-year permission to stay, exemption from the work permit requirements and entitled to additional privileges.

Source: <https://smart-visa.boi.go.th/smart/pages/about.html>

How to Apply:

The applicants for a SMART Visa must have qualifications according to the criteria. After technical and non-technical endorsements have been obtained, the SMART Visa Unit will then proceed to **issue a letter of qualification endorsement** which the applicant will bring to the Royal Thai Embassy/Consulate (in case of residing overseas) or the Immigration Bureau at the One Stop Center for Visa and Work Permit.

SMART VISA QUALIFICATIONS



SMART Talents

- Income \geq 50,000 ฿ / month for Startup employees or retired experts
- Income \geq 100,000 ฿ / month for General Case
- Contract \geq 1 year
- Targeted Industries
- Expertise in Science and Technology

Experts in Alternative Dispute Resolution / Working for the government or Higher Education

- No minimum income
- No minimum contract term
- Targeted Industries
- Guaranteed by the employer

Who can apply for smart Visa?

>> Professors and talented researchers in science and technology

Targeted Criteria:



Next Generation
Automotive



Affluent, Medical
and Wellness Tourism



Agriculture
and Biotechnology



Aviation
and Logistics



Food for
the Future



Automation
and Robotics



Biofuels and
Biochemicals



Digital



Medical Hub



Smart Electronics



Alternative
Dispute Resolution



Human Resource
Development in Science
and Technology



Environmental
Management and
Renewable Energy

<https://smart-visa.boi.go.th/smart/>

SMART T (TALENT) VISA APPLICATION

Qualifications and Criteria

1. Being experts working for a government agency, a higher education institution and a specialized training institution, or those entering the Kingdom to deliver Alternative Dispute Resolution services.
2. Having an employment or service contract or a document showing cooperation or employment issued by a government agency, higher education institution, specialized training institution or arbitration institution such as the Thailand Arbitration Center, the Thailand Arbitration Institute etc. by which employment in Thailand is required.
3. In case of experts working for a government agency, expertise in the fields of science and technology in the targeted industries must be endorsed by the hiring or employing government agency.
4. In case of the experts working in a higher education institution and specialized training institution in the private sector, expertise in the fields of science and technology in the targeted industries must be certified by the employing agency in the Strategic Talent Center (STC)'s network.
5. In case of the experts working in the field of Alternative Dispute Resolution, expertise in the relevant fields must be certified by an arbitration institute in the country.

Experts working in
Government Agencies/
Higher Education Institutions
/Specialized Training Institutions
/Alternative Dispute Resolution

Source:

https://smart-visa.boi.go.th/smart/pages/smart_t.html



DOCUMENTS TO BE SUBMITTED FOR SMART VISA APPLICATION:

SMART Visa Unit

One Stop Service Center for Visa and Work Permit (OSS)

18th Floor, Chamchuri Square Building,
Phayathai Road

Pathumwan, Bangkok 10330

Tel: 02 209 1100 ext. 1109-1110

Fax: 02 209 1199

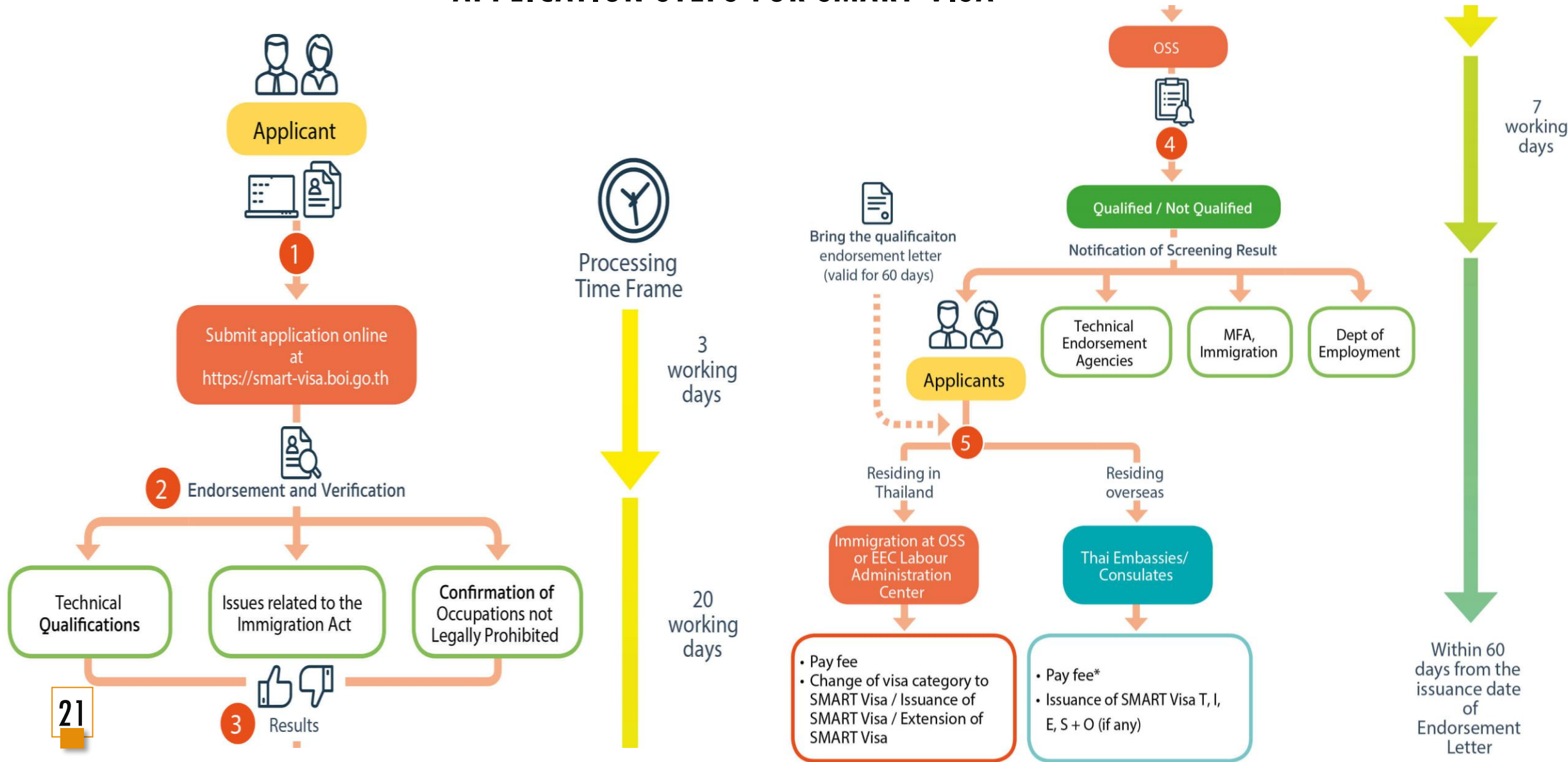
For more information:

[https://smart-visa.boei.go.th/document/
Checklist_Smart%20T_270362.pdf](https://smart-visa.boei.go.th/document/Checklist_Smart%20T_270362.pdf)

1. An application form (T type) which is filled out and signed by the applicant
2. A passport photo (4x6 cm) of the applicant (SMART Visa Unit may request for more than one photo.)
3. Original current passport and previous passport(s) (if any)
4. A medical certificate issued by a clinic/hospital in the applicant's home country or where the application is submitted, showing that the applicant does not have any prohibited diseases (Leprosy, Tuberculosis, drug addiction, Elephantiasis, third phase of Syphilis) as indicated in the Ministerial Regulations No. 14 B.E. 2535 of Thailand's Ministry of Public Health.
5. Evidence of graduation certificate(s)
6. Evidence of previous employment (if applicable)
7. Evidence of the employment contract or service contract from Chulalongkorn University
8. Additional documents deemed as necessary by the SMART Visa Unit (e.g. evidence of current employment)

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APPLICATION STEPS FOR SMART VISA





SMART VISA APPLICATION

Privileges

1. A maximum of a renewable 4-year visa, but not exceeding the employment/ service contract term.
2. No work permit required for working with an entity or government agency. In case of change of job, additional endorsements in accordance with the relevant requirements must be obtained.
3. A 90-day report to the Immigration Bureau at the One Stop Service Center is extended to 1 year.
4. No re-entry permit required.
5. Spouses and children granted with the right to stay and work in Thailand with no work permit required (Children wishing to work must be at least 18 years. The jobs must not be on the prohibited list of occupations and professions for foreigners).
6. Access to a fast-track service at international airports in Thailand (where available).

Source: https://smart-visa.boi.go.th/smart/pages/smart_t.html

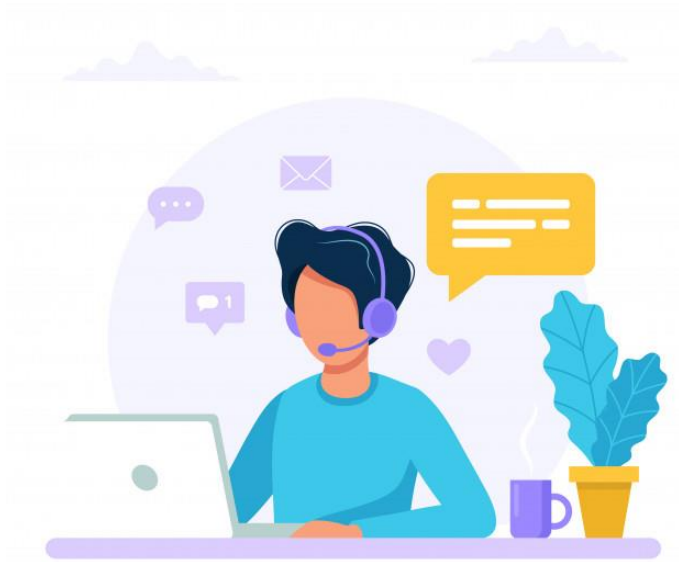
Comparison between a Non-immigrant Visa (B) and a Smart (T) Visa

Non-immigrant (B)

- Foreigners should apply for an initial 90-day non-immigrant B visa from their home country under the employment category.
- Once a valid work permit is obtained, the applicant then applies for a 1-Year non-immigrant B visa inside Thailand.
- A 90-day report to any Thai Immigration Office is required.
- A re-entry permit is required if the applicant wishes to travel outside of the country.

Smart (T)

- For foreigners who potentially obtain a maximum 4-year visa, there is no need for a re-entry permit and no requirement to hold a work permit; one annual report to the Immigration Bureau, instead of every 90 days, is required.
- Spouses and children will be granted permission to stay in Thailand, and the spouse will not need a work permit to work, provided he or she does not work in a field restricted to foreigners.
- Limited only to applicants with expertise in targeted criteria in science and technology

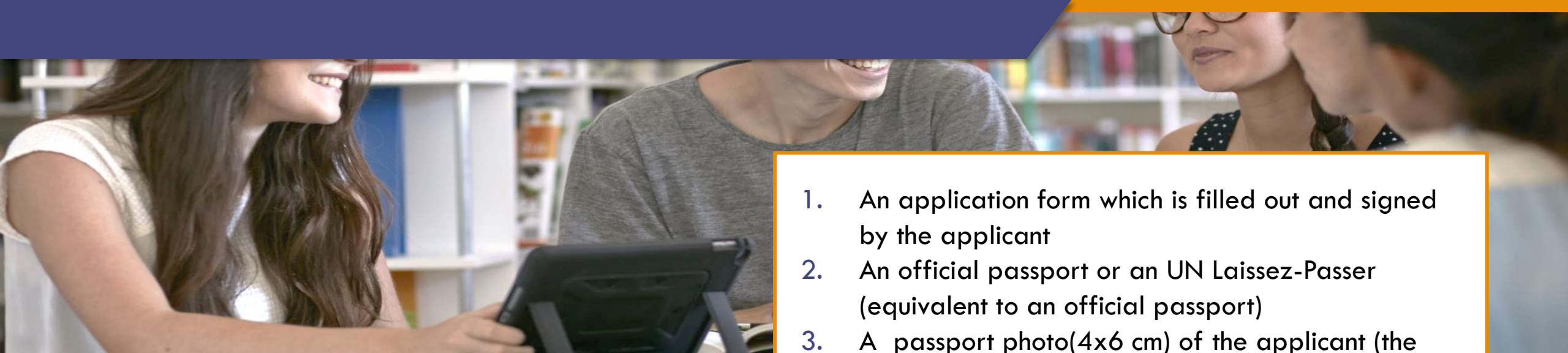


For more information about the One Stop Service Center for Visa and Work Permit (OSS)

Please visit this website: <https://smart-visa.boi.go.th>

1.4 OFFICIAL VISA (F)





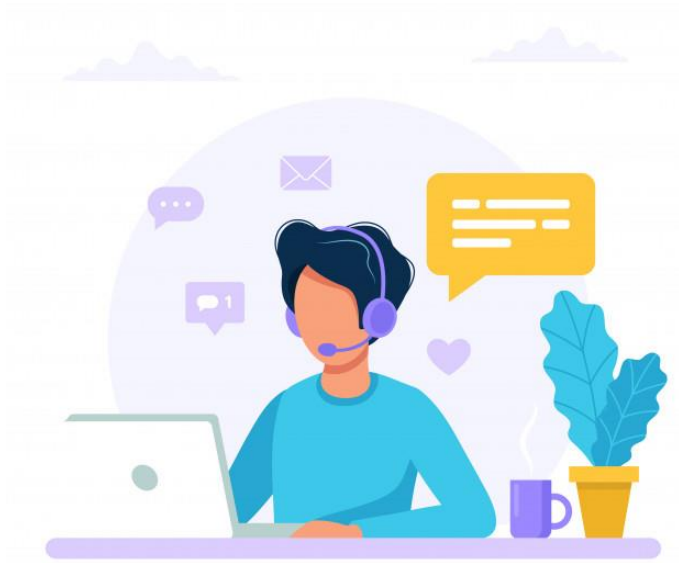
OFFICIAL VISA (F)
DOCUMENTS TO BE SUBMITTED
TO THE ROYAL THAI EMBASSY/CONSULATE:

1. An application form which is filled out and signed by the applicant
2. An official passport or an UN Laissez-Passer (equivalent to an official passport)
3. A passport photo(4x6 cm) of the applicant (the Department of Consular Affairs may request for more than one photo.)
4. A cover letter from the host Faculty/organization at Chulalongkorn University in which the applicant's full name, position and purpose of being at Chula must be stated clearly

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Important Notice:

Please note that the Royal Thai Embassy/Consulate reserves the right to require additional documents, or an interview, deemed as necessary, without prior notice. They may not accept any visa application whereby any required document is absent. Further information: <https://bit.ly/3dbC6g2>



For more information about the Royal Thai Embassies/Consulates
Please visit this website: <https://www.thaiembassy.org/>

2 VISA EXTENSION



VISA EXTENSION

Those wishing to extend their stay must apply for visa extension, and they may be permitted to stay in the country up to a maximum of one year.

They may continue to apply for a renewal of their stay on a yearly basis, until the end of their work or study period.



Request your host Faculty/Institute/School to issue a letter in support of your application for visa extension and submit it to **Immigration Division 1 , Immigration Bureau***

* Chalermprakiat Government Complex B Building, 120 Moo 3 ,
Chaengwattana Rd., Soi 7, Toongsonghong, Laksi, Bangkok.
10210

Important Notes:

* Application only accepted within the period of **forty-five (45) days prior to the expiry date of the current visa** (with some exception upon consultation with the Immigration officer)

** A fine of 500 Baht per day will be applied to those who overstay in the Kingdom of Thailand with certain penalties. However, the amount fined will not exceed 20,000 Baht.

2.1 VISA EXTENSION FOR FACULTY MEMBERS /STUDENTS





NON-IMMIGRANT VISA(ED) DOCUMENTS TO BE SUBMITTED TO THE IMMIGRATION BUREAU:

For more update:

<https://www.immigration.go.th/?p=14695>

1. An application form (TM 7) which is filled out and signed by the applicant
2. A passport photo (4x6 cm) of the applicant (The Immigration Bureau may request for more than one photo.)
3. Fee (1,900 Baht)
4. A photocopy of the first page of the passport
5. A photocopy of the page showing visa expiry date (Visa stamping page)
6. Departure card (TM.6)
7. A letter issued by your host Faculty/Institute/School in support of the visa extension application (in Thai)
valid for 45 days after the signed date
8. An academic transcript
9. The accommodation contract
10. A report letter issued by your host Faculty/Institute/School on the total class and lab hours in the past academic year (for students applying for visa extension for the second year onwards)

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NON-IMMIGRANT VISA(B)
NON-IMMIGRANT VISA (RS)
DOCUMENTS TO BE SUBMITTED
TO THE IMMIGRATION BUREAU:

For more update:

<https://www.immigration.go.th/?p=14695>

1. An application form (TM 7) which is filled out and signed by the applicant
2. A passport photo(4x6 cm) of the applicant (The Immigration Bureau may request for more than one photo.)
3. Fee (1,900 Baht)
4. A photocopy of the first page of the passport
5. A photocopy of the page showing visa expiry date (Visa stamping page)
6. Departure card (TM.6)
7. A photocopy of the Work Permit
8. The employment contract from your host Faculty/Institute/School
9. A letter issued by your host Faculty/Institute/School in support of the visa extension application (in Thai)
valid for 45 days after the signed date
10. The accommodation contract


As of October 9, 2020

Example of Document No.7

Employment contract from CU

(for Professors/Researchers/Lecturers/Staff)

พม. ๒๘

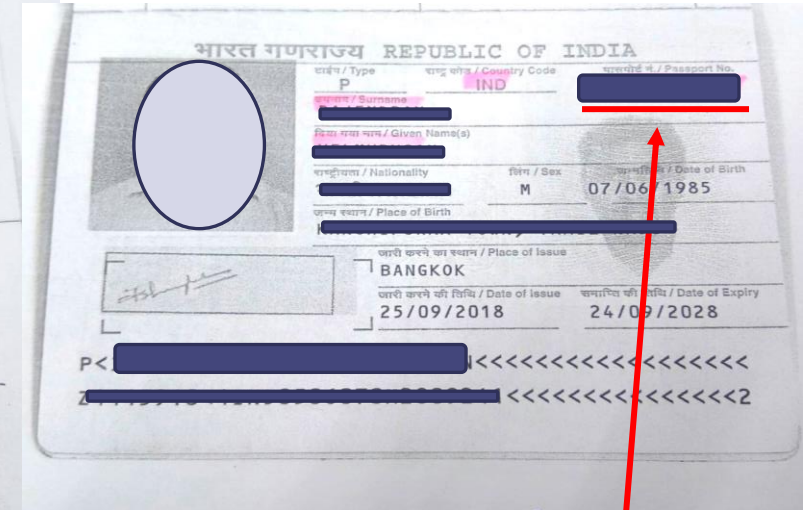
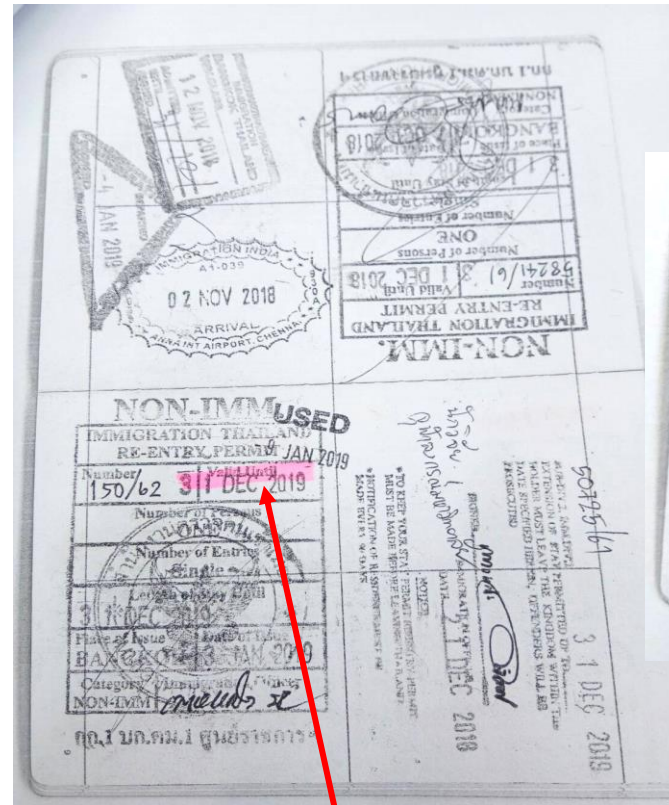
 <p>จุฬาลงกรณ์มหาวิทยาลัย</p> <p>สัญญาทดลองปฏิบัติงานของพนักงานมหาวิทยาลัย</p>	<p>สำหรับเจ้าหน้าที่บันทึก</p> <p>สัญญาเลขที่ [REDACTED]</p> <p>เลขที่พนักงานมหาวิทยาลัย [REDACTED]</p> <p>สัญญาทดลองปฏิบัติงานฉบับที่ ๑</p>
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สัญญาฉบับนี้ทำขึ้นเมื่อวันที่ ...๒๙... เดือน พฤษภาคม พ.ศ. ๒๕๖๒ ณ จุฬาลงกรณ์มหาวิทยาลัย ระหว่าง จุฬาลงกรณ์มหาวิทยาลัย โดย [REDACTED] ตำแหน่ง คณบดีคณะเศรษฐศาสตร์ ผู้รับมอบอำนาจตามคำสั่งจุฬาลงกรณ์มหาวิทยาลัย ที่ ๖๔๑๙/๒๕๖๑ ลงวันที่ ๓๑ ตุลาคม ๒๕๖๑ ซึ่งต่อไปในสัญญานี้เรียกว่า “มหาวิทยาลัย” ฝ่ายหนึ่ง กับ [REDACTED] อายุ [REDACTED] ปี ภูมิลำเนาอยู่ ณ [REDACTED] รหัสไปรษณีย์ ๑๐๙๙๐ เลขประจำตัวประชาชน [REDACTED] ซึ่งต่อไปในสัญญานี้เรียกว่า “พนักงาน” อีกฝ่ายหนึ่ง โดยมีข้อตกลงดังต่อไปนี้

ข้อ ๑. มหาวิทยาลัยตกลงให้พนักงานทดลองปฏิบัติงานและพนักงานทดลองทดลองปฏิบัติงาน เป็นพนักงานจุฬาลงกรณ์มหาวิทยาลัยในตำแหน่ง **อาจารย์** ระดับ A-๕ สังกัด [REDACTED] มีกำหนดระยะเวลา ๑ ปี นับตั้งแต่วันที่ ๑ เดือน สิงหาคม พ.ศ. ๒๕๖๒ ซึ่งเป็นวันเริ่มทดลองปฏิบัติงานเป็นต้นไป ถึงวันที่ ๓๑ เดือน กรกฎาคม พ.ศ. ๒๕๖๓ ซึ่งเป็นวันครบกำหนดระยะเวลาตามสัญญาทดลองปฏิบัติงาน

ข้อ ๒. พนักงานได้รับเงินเดือนในอัตราเดือนละ [REDACTED] บาท (หัวหนึ่งพันพันหกร้อยยี่สิบถ้วน) โดยไม่มีการปรับเงินเดือน

มหาวิทยาลัยจะจ่ายเงินเดือนตามวรรคหนึ่งให้แก่พนักงานเป็นรายเดือน โดยจ่ายให้ภายใน วันทำการสุดท้ายของเดือน และจะหักภาษี ณ ที่จ่าย เงินสมทบประกันสังคม เงินสมทบกองทุนสำรองเลี้ยงชีพ (ถ้ามี) ตลอดจนเงินอื่นที่พนักงานพึงต้องชำระ



Passport Number

Caution

The page of **Visa stamping page** = Visa expiry date

2.2 VISA EXTENSION FOR THE DEPENDENTS



VISA EXTENSION FOR THE DEPENDENTS

The dependents wishing to extend their stay must apply for visa extension **within forty-five (45) days prior to the expiry date of their current visa**, and they may be permitted to stay in the country up to **a maximum of one year or up to the end of the visa period of the students/staff on which they are dependent.**



Request the students/staff on which you are dependent to ask his/her host Faculty/Institute/School to issue a letter for visa extension application together with related documents and submit **them to Immigration Division 1 , Immigration Bureau***

* Chalermprakit Government Complex B Building,
120 Moo 3 , Chaengwattana Rd., Soi 7,
Toongsonghong, Laksi, Bangkok. 10210

Important Notes:

* The requested period for visa extension of the dependent must only be shorter than or equal to that of the students/staff on which they are dependent.

** A proof of the familial relationship, with students/staff on which they are dependent, must also be provided when applying for the extension of visa (a birth certificate, a marriage certificate, etc.)





DOCUMENTS TO BE SUBMITTED TO THE IMMIGRATION BUREAU FOR THE DEPENDENTS:

1. An application form (TM 87) which is filled out and signed by the applicant
2. A passport photo(4x6 cm) of the applicant (The Immigration Bureau may request for more than one photo.)
3. Fee (1,900 Baht)
4. A photocopy of the first page of the passport
5. A photocopy of the page showing visa expiry date (Visa stamping page)
6. Departure card (TM.6)
7. A letter issued by your host Faculty/Institute/School in support of the application for visa extension (in Thai)
valid for 45 days after the signed date
8. The accommodation contract
9. A proof of the familial relationship with the foreign student/staff (host) in Thailand (e.g. a copy of a marriage certificate, a birth certificate)

As of October 9, 2020

2.3 CRIMINAL RECORD CHECK (FOR CERTAIN NATIONALS ONLY)



CRIMINAL RECORD CHECK (FOR CERTAIN NATIONALS ONLY)

For those of certain nationalities (please consult with the coordinator of your program/ the Office of International Affairs or your employer) who wish to extend their visa in Thailand, a criminal record check issued by the Criminal Records Division, the Royal Thai Police, is required in support of the application for visa extension, or your application may be rejected.



Request your host Faculty/Institute/School to issue a letter to ask for a criminal record check from the Criminal Records Division, the Royal Thai Police, then, once the document is obtained, together with other related documents, submit them with your application for visa extension to the Immigration Bureau Chaengwattana.

Important Notes:

- It takes approximately 30 days to issue a criminal record check. For those who wish to apply for this document, please be prepared for additional time.
- For a criminal record check, an applicant has an option of picking it up by him/herself or using postal delivery service. However, for the postal mail delivery, the mailing address of the document should be the students' housing or host Faculty/Institute/School.





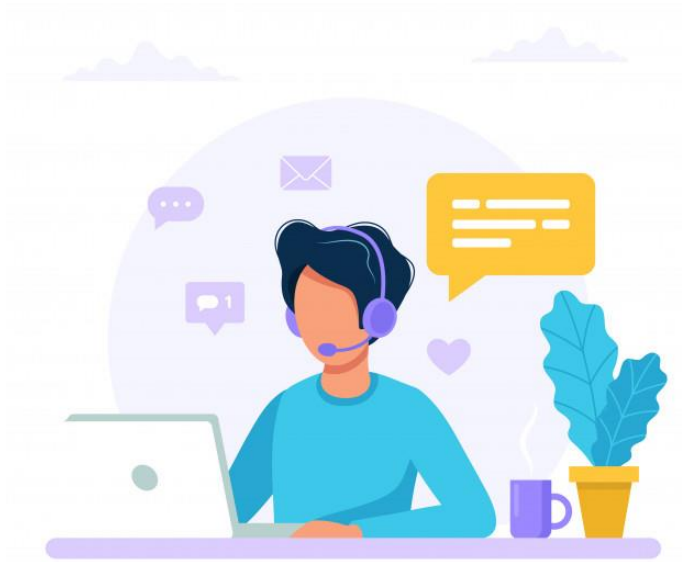
DOCUMENTS TO BE SUBMITTED TO THE CRIMINAL RECORDS DIVISION, THE ROYAL THAI POLICE:

1. Complete a criminal background check form and sign your name
2. A cover letter (in Thai) issued by your host Faculty/ Institute/ School
3. Application fee (100 Baht)
4. A photocopy of the first page of the passport
5. Additional documents deemed as necessary by the Criminal Records Division (e.g. evidence of current employment)

As of October 9, 2020

For more information:

<http://www.criminal.police.go.th/documentfiles.php>



For more information about the Immigration Bureau
Please visit this website: <https://www.immigration.go.th/en/>

3 THE CHANGE OF AFFILIATION



THE CHANGE OF AFFILIATION

Those holding a certain non-immigrant visa wishing to change his/her affiliation may request the change of affiliation at the Immigration Bureau in Thailand (**e.g. those holding an ED visa at an institution in Thailand wishing to change to another institution.**)



Request your former host Faculty/Institute/School to issue a letter of affiliation cancellation, and inform the new institution that has accepted you to issue a letter to request for affiliation change in support of application for visa extension and submit them to **Immigration Division 1 , Immigration Bureau***

Important Note:

*The date of cancellation of status with former institution **must fall exactly on(or at least overlap with)** the date of acceptance to the new institution to avoid overstaying in the country. In the case that there is a gap between the cancellation and the acceptance date, a foreign student may risk being penalized for his/her overstay in the country, and may have to leave the country and re-enter on a new visa.

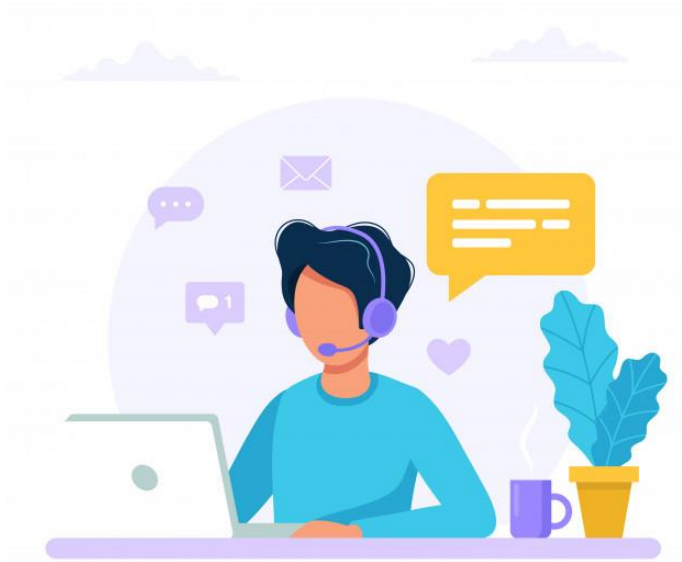


DOCUMENTS TO BE SUBMITTED TO THE IMMIGRATION BUREAU:

Basic documents to be submitted:

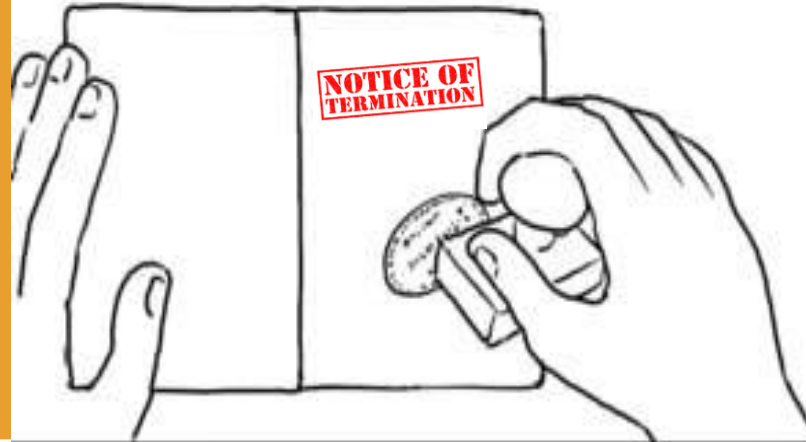
1. A photocopy of the first page of the passport
2. A letter request for the change of affiliation (issued by the new host organization)
3. A proof of cancellation of status in the previous institution
4. A proof of acceptance to the new host institution
5. The accommodation contract
6. Additional documents deemed as necessary by the Immigration Bureau

As of October 9, 2020



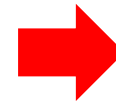
For more information about the Immigration Bureau
Please visit this website: <https://www.immigration.go.th/en/>

4 VISA TERMINATION



VISA TERMINATION

When you terminate your status as a student (withdrawal of student status, graduation, etc.) or as an employee of an organization (quit the job, etc.) in Thailand, you also need to terminate your current visa to comply with the immigration law.

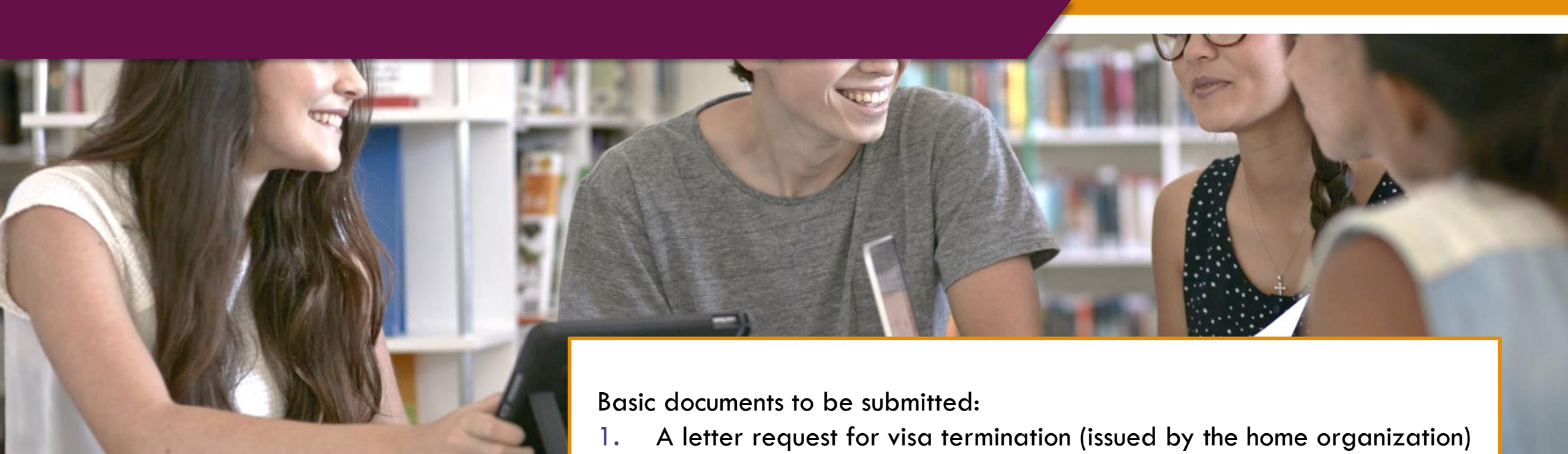


Request your host Faculty/Institute/School to issue a letter of visa termination together with other related documents and submit them to the Immigration Bureau Chaengwattana.

Important Notes:

- Application for termination of a visa is accepted within the period of twenty-one (21) days prior to the desired date of termination or the last day of student or employment status.
- The term **“last day of student status”** means the date a student is granted a degree (by the University Council, and this date will normally be written on the transcript or the degree certificate.) However, please bear in mind that the day of commencement ceremony is not the official date of graduation as many student mistake the day of the commencement ceremony as the graduation date. This results in an unintentional overstay in the country. (The date of graduation is, in general, prior to the day of the commencement ceremony).



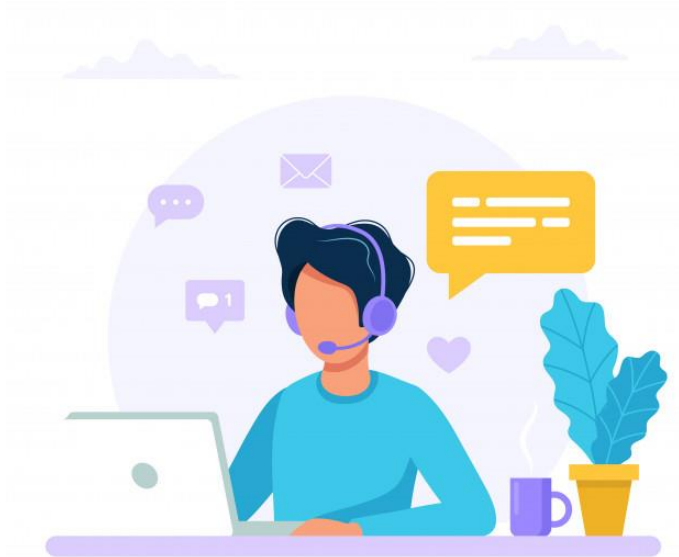


DOCUMENTS TO BE SUBMITTED TO THE IMMIGRATION BUREAU:

Basic documents to be submitted:

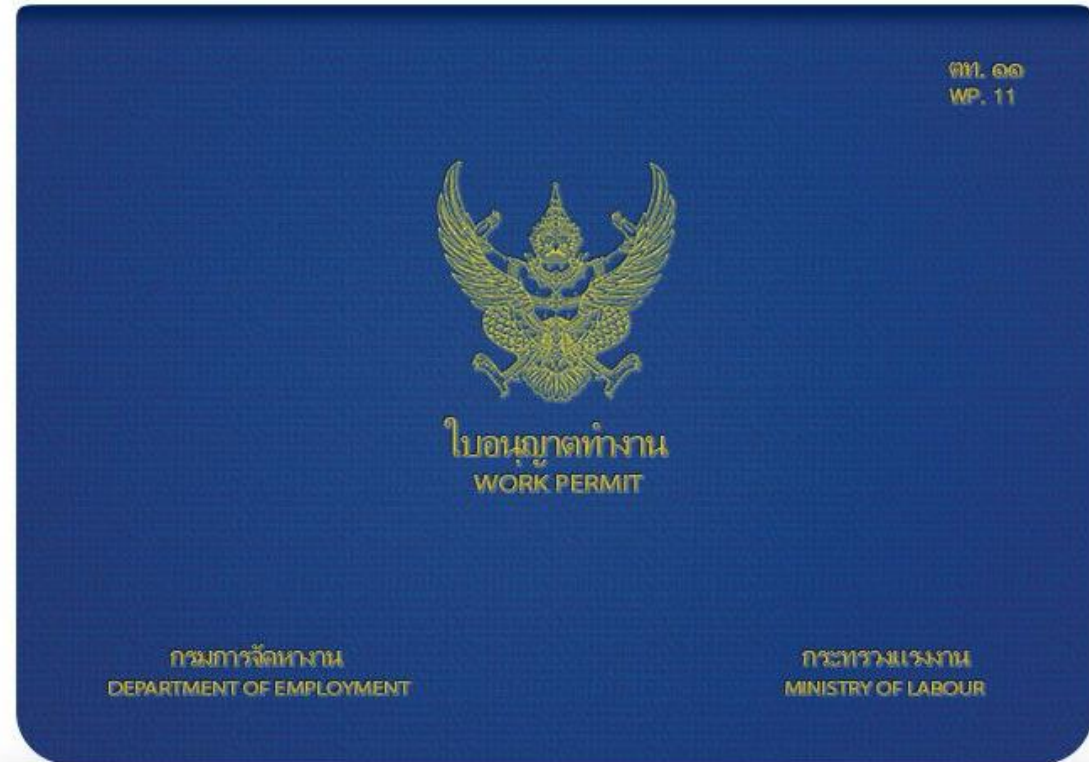
1. A letter request for visa termination (issued by the home organization)
2. A proof of the termination with the host organization (e.g. the Chula's CR25 [Transcript], CR26 (Certificate of Academic Achievement), CR27 (Certificate of Academic Degree Completion - pending the approval of the University Council) to be issued by the Office of the Registrar, or the employment contract, etc.)
3. Additional documents deemed as necessary by the Immigration Bureau

As of October 9, 2020



For more information about the Immigration Bureau
Please visit this website: <https://www.immigration.go.th/en/>

6 WORK PERMIT



WORK PERMIT

Foreigners entering Thailand are not permitted to work, regardless of their type of visa, unless they are granted a work permit. Those who intend to work in Thailand must hold the appropriate type of visa to be eligible to apply for a work permit.

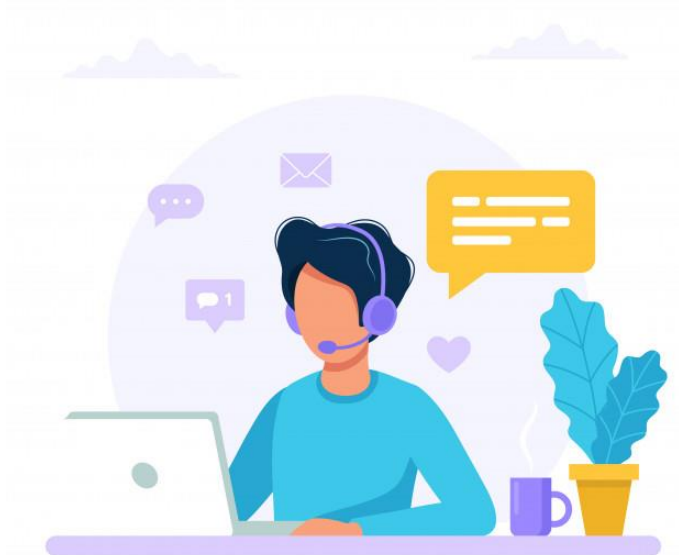
Foreigners need to have a non-immigrant visa or a residential permit before entering Thailand. In the case of Chulalongkorn University staff, work permit applicants may be professors, lecturers, operation staff, researchers (with funding provided) and scholars. The work permit application process may take 7 business days to accomplish.

**** Required documents (for the employer)**

1. A letter of employment stating the position and the salary of the applicant
2. The employment agreement

Required documents (for the applicant)

1. Application for a Work Permit on Behalf of An Alien Under Section 11 (Form WP. 3)
2. A form of employment certification
3. An educational and job experience certification form
4. The Power of Attorney
5. A photocopy of educational degree(s) and work experience certificate(s) or related documents
6. A passport photo(2 inches) of the applicant (The Ministry of Labor may request for more than one photo.)
7. A medical certificate
8. Original, current passport
9. A letter of employment



For more information about the work permit
Please visit these websites:

https://www.mol.go.th/employee/permission_work/
and <https://www.mol.go.th/en/>