



# VISA REGULATIONS & PROCEDURES

All you need to know about your Visa while studying in Thailand as an international student



# Welcome!

During your studies in Thailand, you are required have a valid passport and a valid visa. Holding a valid visa is of utmost importance. Violations in visa procedures laid down by the Thai government can lead to serious penalties in form of hefty fines or even jail time.

At STIU, we believe our students should focus on their studies and not feel anxious about or spend their study time worrying about their visa. Therefore, our Student Services team at STIU is ready to help you throughout your stay in Thailand by offering a bouquet of Visa Assistance Services.

However, it is important to note:

- Although we are there to help you, **your visa is ultimately your responsibility** and you are held responsible in the eye of the law, which means you risk fines and jail-time in case of overstaying or visa mismanagement.
- Your education visa (ED) and its length are **dependent on your studies** and requires sponsorship from STIU as well as good academic and financial standing at STIU (see our policy).

## Services Offered:

The following Visa Assistance Services are available at the Student Service Hub:

- [Changing Visa Type](#) (from Tourist to Education)
- [Visa Extension \(Extension of Stay\)](#)
- [90 Days Report](#)
- [Re-Entry Permit](#)
- [Residence Registration](#)
- [Transferring Education Visa from other schools to STIU](#)
- [Visa cancellation](#)

These services and [related policies](#) are described in detail in the following pages.

## Ask for Help!

You can contact the **Visa Services Team** at the **Student Service Hub**, Building 1, Rama 9 Campus (ground floor, next to the library).



Phone: 66(0)769-4000 Extensions: 2116 / 2211 / 2223



[international-service@stamford.edu](mailto:international-service@stamford.edu)

## Meet the Visa Services Team



Pichsinee (Imp)



Hsin-Yuan (Yuan)



Preecha

# Changing visa type from Tourist to Education

If you enter Thailand on a Tourist visa (**Non-immigrant "TR"**), you **must** convert your visa type to an Education Visa – also known as **Non-Immigrant "ED"** visa. Validity of the Tourist Visa issued by Royal Thai Embassy or Immigration Bureau holds for 30-60 days<sup>1</sup> from the date of arrival in the Kingdom. The stay permit is stamped in your passport and the Departure Card (T.M. 6) by the Immigration Officials upon your arrival in Thailand. You must convert the visa to type "ED" within the period of validity. You will receive your converted visa 15 days after application.



In general, this is not a recommended approach, as nationals of certain countries<sup>1</sup> may not be permitted to convert between visa types. Furthermore, employment or education is prohibited while being on a tourist visa. Please check with our international services team before you decide to arrive at Thailand on a Tourist visa.

## Your responsibilities:

- ✓ You must inform and submit all documents to Students Services **as soon as you arrive at STIU**, after which Students Services will prepare the documents and organize transportation.
- ✓ You must submit your application **at least 30 days** before the Tourist Visa expiry date.
- ✓ You must leave your passport at the Hub **13 days after** application to retrieve your visa.

## Documents required for Immigration:



- ☐ Completed Application Form for Change of Visa (TM. 86)
- ☐ Original passport
- ☐ Stamford International University Receipt of Tuition fee (Student must pay in full)
- ☐ One 2-inches photo
- ☐ A copy of your academic qualification documents<sup>2</sup>
- ☐ Other documents from university
- ☐ 2,000 Baht fee (payable at the Immigration)

<sup>1</sup> Depending on the country of origin, refer to the stay permit date in student's passport.

<sup>2</sup> High-School transcripts and diploma, IGCSE or GED results, bachelor diploma etc.

## Violations:



If you overstay your Tourist Visa, you are required to leave Thailand and apply for new visa to enter Thailand again. In addition, you will be fined THB 500 per day of overstay and may also be banned from re-entering the kingdom for up to 10 years, depending on the length of overstay.

**Departure Card (T.M. 6):** Always keep your departure card! The date of arrival stamped on it is required for your visa extension.

**Tourist Visa (TR):** A tourist visa is marked as “TR” under **Category**. If you join STIU with a tourist visa, contact us immediately to change your visa type.





**Visa Stamp (TR):** *On arrival you will get a visa stamp. On this stamp you will see the expiry date of your visa.*

## Visa Extension (Extension of Stay)

The validity of an Education Visa, called **Non-Immigrant "ED"**, issued by Royal Thai Embassy or Immigration Bureau is **90 days<sup>3</sup>** from the date of entering the Kingdom. The stay permit is stamped in your passport and the **Departure Card** (T. M. 6) by the Immigration Officials upon your arrival in Thailand.

The application for the extension must be made to the Immigration Bureau as early as 45 days before the end of your current stay permit or extension. The duration of your visa is indicated by STIU, though the ultimate decision on your visa duration is made by the Immigration Bureau. Your visa duration will depend on the conditions set in the STIU visa policy below.

### Your responsibilities:

- ✓ You must inform and submit all documents to Student Services **at least 45 days** before the expiration date of your Non-ED visa. The student services team will provide the necessary supporting documents and prepare transportation to the Immigration bureau.

### Documents required for Immigration:



- ☐ Completed Application Form for Extension of Temporary Stay in The Kingdom (TM. 7)
- ☐ Original passport
- ☐ Stamford International University Receipt of Tuition fee (Student must pay in full)
- ☐ One 2-inches photo<sup>4</sup>
- ☐ Stamford International University Transcript
- ☐ Other documents from university
- ☐ 1,900 Baht fee (payable at the Immigration)
- ☐ African form (students from African countries must fill this additional form).

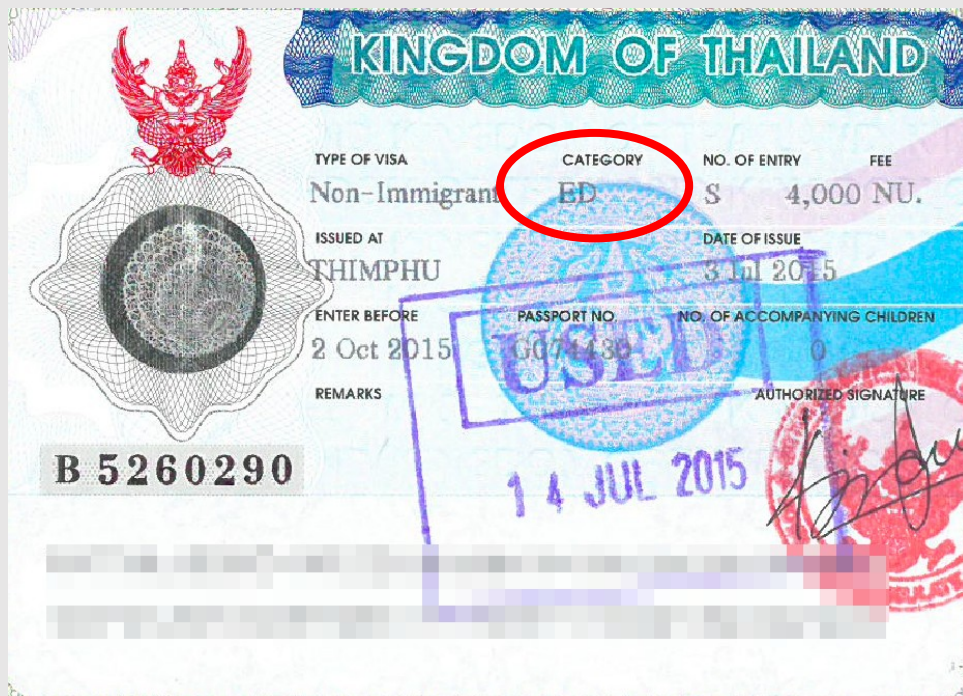
### Violations:



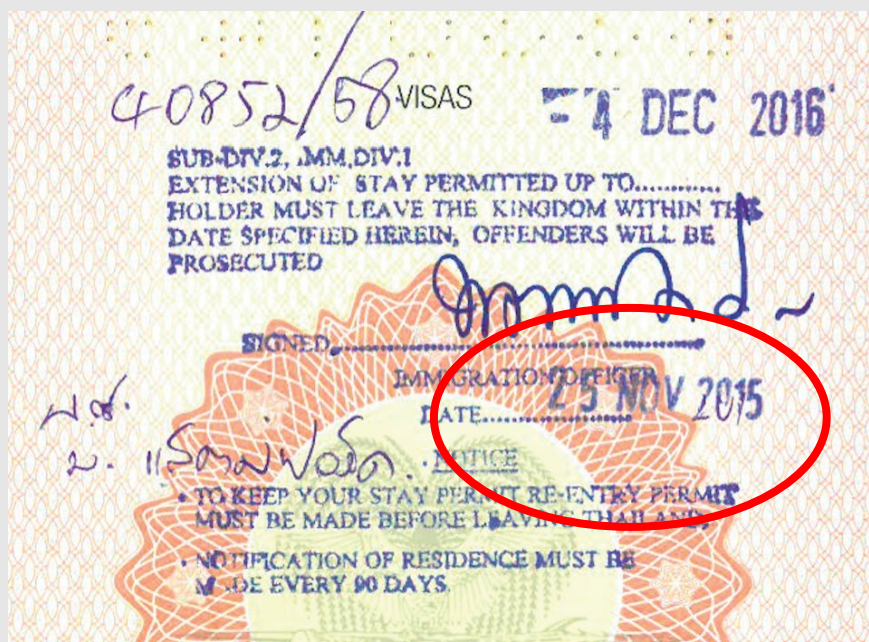
- If you overstay in Thailand, you will be subject to a fine of THB 500 per day, (maximum of THB 20,000) with considerable chances of serving jail time.
- If you overstay more than 40 days, you will not be able to extend your visa and will have to leave the country.
- If you overstay more than 90 days, you will be banned from re-entering Thailand for one year.
- If you overstay more than a year, you will face a three-year ban.

<sup>3</sup> Refer to the stay permit date in student's passport.

<sup>4</sup> Two photos if the applicants are from African countries.



**Education Visa (ED):** A tourist visa is marked "ED" under the category. Once you cease studying with us, your visa will be considered to expire within 7 days after your study.



**Visa Stamp (ED):** On arrival or extension you will get a visa stamp. On this stamp you will see the expiry date of your visa.



# 90 Days Report

Notification of Staying Longer than 90 Days, or the 90 Days Report is required if you stay in Thailand longer than 90 days on an Education "ED" Visa.



This is not the same as extending your visa and needs to be done periodically - every 90 days or 3 months - you spend at a stretch in Thailand. This cycle of reporting is required for the entire duration of your stay in Thailand.

The 90 Day count starts from the date which you enter Thailand. You are required to submit the 90 days report to immigration **15 days before and up to 7 days after** the end of the 90 days period.

Once you report to immigration, you will receive a "Receipt of Notification" that indicates the date of your next required report.

## Your responsibilities:

- ✓ It is your responsibility to ensure that you submit documents to immigration **within 15 days before or 7 days** after the expiration date.
- ✓ If the Receipt of Notification is lost, you must report to the police station. The notice issued by the police must be submitted to the Immigration Bureau.
- ✓ The first application for extension of stay is equivalent to the notification of staying in the Kingdom over 90 days.
- ✓ If you leave the country and re-enter, the day count starts at 1 in every case.

## Documents required for Immigration:



- ☐ Completed Application Form of Staying Longer Than 90 days (TM. 47)
- ☐ Original passport
- ☐ No fees are charged for this service

## Violations:



- If you stay in Thailand over 90 days without notifying the Immigration bureau or notifying the Immigration bureau later than the set period, a fine of THB 2,000 will be collected (maximum up to THB 5,000 at the airport).
- If you did not make the notification of staying over 90 days, you will be arrested and fined up to THB 4,000.

**NOTICE**

ALIEN WHOEVER STAYS IN THE KINGDOM LONGER  
THAN 90 DAYS SHALL MAKE NOTIFICATION

Any Alien received a temporary stay shall notify place of residence to competent official at Immigration Division or Immigration office in that area at every 90 days.

If an alien, having submitted an application (TM.7) for extension of temporary stay, that alien shall be allowed to use that application as a notification of residence, for the first time in the 90 days period. The alien will however be required to subsequently report every ninety days.

According to Immigration Act B.E.2522, Section 76, any alien who fails to comply with this notice, shall be punished with a fine not exceeding 5,000 Baht and with an additional fine not exceeding 200 Baht for each day this passed until the law is complied with.

Date of next notification.....  
(Signature).....  
Immigration officer  
- 9 JUN 2016

**Notice of 90-Day Report:** *With your visa you must report your presence in Thailand every 90 days. After changing your visa type or extending it, you will get a notice showing the next due date for your report.*

**ใบรับแจ้งการอยู่เกิน ๙๐ วัน ของบุคคลต่างด้าว**  
**RECEIPT OF NOTIFICATION**

**สำหรับเจ้าหน้าที่**  
**FOR OFFICIAL USE ONLY**

PNGB330749

ข้าพเจ้า..... ร.ต.อ.หญิง อรุณี เชาว์ดีกรพันธ์..... ตำแหน่ง..... รอง สว. กก.2 บก.ตม.1  
TITLE.....

ได้รับแจ้งการอยู่ในราชอาณาจักรไทยครบ ๙๐ วัน ของ.....  
HAVE RECEIVED NOTIFICATION OF STAYING IN THAILAND FOR 90 DAYS FROM.....

สัญชาติ..... PNG-PAPUA NEW GUINEA..... วันที่..... 18..... เดือน..... MAY..... พ.ศ. 2016  
NATIONALITY..... ON DATE..... MONTH..... YEAR.....

เวลา..... 11:10:02..... น.  
HOUR.....

**THIS IS NOT AN EXTENSION OF STAY PLEASE  
NOTIFY YOUR ADDRESS AGAIN ON  
16 Aug 2016 / 16 ส.ค. 2559  
KEEP IN PASSPORT**

ลงชื่อ..... ผู้รับแจ้ง  
SIGNATURE..... IMMIGRATION OFFICER

**คำเตือน / NOTICE**

- การแจ้งที่พักอาศัยทุก 90 วัน ไม่ใช่การอนุญาตให้อยู่ในราชอาณาจักร  
THIS IS NOT AN EXTENSION OF STAY
- กรุณาตรวจสอบวันหมดอายุของวีซ่าในหนังสือเดินทางก่อนทำการแจ้งอยู่เกิน 90 วัน  
PLEASE CHECK EXPIRY DATE OF VISA IN YOUR PASSPORT
- การแจ้งที่พักอาศัยเกินกำหนดจะระวางโทษปรับไม่เกิน 5,000 บาท  
THE FINE OF OVERDUE NOTIFICATION IS NOT EXCEEDING 5,000 BATH

**Receipt of Notification:** *Each time you report your presence, you will get a receipt which will show the next due date of your 90-Days report.*

## Re-Entry Permit

While you are on your Education visa, if you intend to leave Thailand for a trip abroad, a Re-Entry Permit is **compulsory** to re-enter Thailand. With a re-entry permit, your current visa remains valid during your temporary stay outside Thailand.

There are two types of re-entry permits:

- Single Entry: allowing you to leave and re-enter Thailand only once.
- Multiple Entry: allowing you to leave and re-enter Thailand multiple times till the validity of your visa.

Multiple Entry is strongly recommended for students who are on a 12-month visa and plan to travel outside of Thailand.

Re-Entry Permit must be applied for, in-person, by the passport holders (you) only. The Immigration Bureau at Chaeng Watthana is usually able to process a re-entry permit on the **same day**. You may also apply for the same at the Immigration Checkpoint in the airport during departure.

### Your responsibilities:

- ✓ You need to ensure that you submit documents to the immigration bureau before leaving the country and get the Re-Entry Permit stamp on your passport.
- ✓ You can apply for a Re-Entry Permit at the airport before leaving the country.

### Documents required for Immigration:



- ☐ Completed Application Form for Re-Entry into the Kingdom (TM. 8)
- ☐ Passport with 1 set of photocopies
- ☐ One 2-inches photo taken within last 6 months
- ☐ Fees (payable at the Immigration)
  - Thai Baht 1,000 for single re-entry (Baht 1,200 at the airport)
  - Thai Baht 3,800 for multiple re-entries (Baht 4,000 at the airport)

### Violations:



- If you do not apply for re-entry permit before leaving Thailand, your existing student visa will be automatically cancelled, and you won't be able to re-enter Thailand. If you face a similar situation, you need to re-apply for a new student visa and bear all associated costs.
- If you leave without a re-entry, you should re-apply for an Education visa from your home country. If you return on a Tourist visa, the Immigration

<b>NON-IMM.</b>	
<b>IMMIGRATION THAILAND</b>	
<b>RE-ENTRY PERMIT</b>	
Number 6064/59	Valid Until 29 FEB 2016 <b>USED</b>
Number of Persons ONE	
Number of Entries Single	
Length of Stay Until 29 FEB 2016	
Place of Issue SI YARNABHUMI	Date of Issue 11 FEB 2016
Signature	Immigration officer

1906S1906S1906S1906S1906S1906S1906S1906S  
IMMIGRATION  
SUVARNAHUMI AIRPORT THAILAND  
VISA CLASS NON-RE  
21 FEB 2016  
ADMITTED  
UNTIL  
SIGNED 29/2/2016

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# Residence Registration

All foreign nationals residing in Thailand are required to register their current residential address with the Thai Immigration.

Popularly known as TM30, the underlying laws are about the obligation of a landlord (or house master, possessor, manager) to report the stay of a foreigner (non-Thai national) in his/her property. All foreigners staying in Thailand and their hosts should be very well aware of this. Landlords renting out their premises to foreigners are required to report the residential status of the foreigner within 24 hours of arrival of the foreigner. The reporting needs to be done on each occasion the foreigner leaves the premises (travels to a different province or country) and returns to take-up residence again at the said premises.

In principle, the **prime responsibility** of reporting a foreigner rests with the property owner, not with the tenant or with the agent or property manager, but all could experience trouble when the papers are not in good order. Reportedly, there have been cases that tenants were fined instead of the landlord, when they reported at Immigration for 90-days or to get a visa extension.

## Your responsibilities:

- ✓ Ensure that your landlord is consistently reporting your arrival to the Immigration using the T.M. 30 form. The reporting needs to be done every time you leave Thailand and return with a new (arrival and) departure card in your passport, because your departure card number has changed.
- ✓ You can submit the same to the Immigration directly, in case your landlord is unavailable or refuses to report.

## Documents required for Immigration:



- ☐ Completed Application Form (TM. 30)
- ☐ List of foreign nationals residing at the given premises along with passport numbers, departure card numbers and dates of arrival.
- ☐ Copy of the title deed of the property.
- ☐ Copy of rental contract with landlord.
- ☐ Photo ID (Thai Citizen ID) of landlord.

## Violations:



- If residence registration / notification is not done in time, a fine of THB 800 will be levied by the Immigration.

- Without proof of the residence registration and subsequent notifications, the Immigration officers may refuse to extend your visa or do 90 Days reports.

ใบรับการแจ้งรับคนต่างด้าวเข้าพักอาศัย  
RECEIPT OF NOTIFICATION

ข้าพเจ้า ด.ศ.เจริญ พลสวัสดิ์ ตำแหน่ง ผบ.หมู่ ตม.จว.เชียงใหม่  
I พล TITLE

ได้รับการแจ้งบุคคลต่างด้าวเข้าพักอาศัยของ MR. [redacted] สัญชาติ USA  
HAVE RECEIVED NOTIFICATIONS OF ALIEN'S ADDRESS FROM NATIONALITY

ซึ่งได้รับแจ้งการเข้าพักอาศัยของ นางสาว [redacted] กัญญา  
WHO NOTIFY THE RESIDENCE WHERE ALIENS HAVE STAYED TOTAL PERSONS

ไว้แล้วเมื่อวันที่ 7 เดือน ก.ย. พ.ศ. 2559 เวลา 09.10 น.  
ON (DATE) MONTH YEAR HOURS

ลงชื่อ [Signature] ผู้รับแจ้ง  
SIGNATURE IMMIGRATION OFFICER



**Residence Notification Slip:** Returned to landlord after reporting. Copy of the same must be submitted during 90-Days report and visa extensions.

# Transferring Education Visa to STIU

Transferring student visa is required if you wish to transfer to STIU from another university, school or institution within Thailand.



Transfer of Education visas are permitted only if you have received at least one extension of stay from the Immigration offices within Thailand. If you are still on your embassy issued visa, transfers are not possible, and you need to go back to your home country to get a fresh ED visa using documentation provided by STIU.

The process of visa transfer involves the following 4 steps:

## Step 1: Request Visa Cancellation at your former university, school or institution

You need to request your previous university, school or institution to provide you with a **Visa Cancellation Letter**. The cancellation date specified in the letter must be the same as the date you will apply for new visa with STIU. It is recommended to **let STIU plan the date of cancellation** with your former university.

## Step 2: Apply for an Education Visa with STIU

For STIU to help you request your education visa, you need to collect the following:



- ☐ Completed Application Form (TM. 7)
- ☐ Original Passport
- ☐ Stamford Receipt of Tuition fee (Student must pay in full) or scholarship certificate
- ☐ One 2-inches photo
- ☐ Stamford International University Transcript
- ☐ Certification Letter
- ☐ 1,900 baht fee (payable at the Immigration)

## Step 3: Submit Visa Cancellation to the Immigration Bureau

Next you need to cancel your visa with the Immigration Bureau where your current visa was issued.

1. Go to Immigration bureau where the current student visa was issued.
2. Bring along your original passport and cancellation letter.
3. Notify the Immigration officer that you will "change institution or university" and ask the immigration officer to grant 14 days extra stay, so that you will have time to apply for a new student visa with STIU. (The decision to grant you 14 days extra stay lies solely with the immigration officer.)

## Step 4: Apply for a new visa at the Immigration Bureau

After completing the visa cancellation process, you must go to the Bangkok Immigration Bureau and apply for new student visa by:

1. Bringing along your original passport and all required documents (prepared with STIU in Step 2)
2. Going to the Immigration Bureau to apply for a new student visa with STIU van or by yourself.

2017	August					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
31	01	02	03	04	05	06
07 1. Request visa cancellation at former university.	08	09	10 2. Request visa transfer at STIU.	11	12	13
14 3. Submit visa cancellation to Immigration Bureau	15	16 4. Apply for new visa at Immigration Bureau	17	18	19	20
21	22	23	24 Visa Cancellation Date	25 New Visa Start Date	26	27
28	29	30	31	01	02	03

**Example of Visa Transfer Timeline:** *Here is an example of a timeline of visa transfer.*



# Visa Cancellation

If you are not enrolled for this current term and therefore on one of the following statuses:

**semester leave, resigned, not enrolled, dismissed, disqualified, deregistered or graduated<sup>5</sup>:**

1. Your visa will be cancelled after 7 days of notification. The notification will be sent out to you at your Stamford International University's email account and/or by phone call.
2. In the situation that your student visa expires while you are with the above-mentioned statuses, the university will not support the documents for extending your visa.  
In this case you can either;
  - 2.1. apply for the other types of visa by yourself in order to continue staying in Thailand or
  - 2.2. leave Thailand until you are ready to register and study at Stamford.
3. If you would like to come back to study at Stamford International University, you can ask for a letter of acceptance from International Admissions to apply for a new student visa from your country.

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<sup>5</sup> Starting from the last day of term break of the last term of your studies.

# STIU Student Visa Policy

## Visa Sponsoring Conditions

STIU can sponsor student visas for current students only, which means that students who are not enrolled in class (including term leave) are not entitled to a student visa.

To benefit from a visa for the current term, you must:

- ✓ Have paid all your debts from the prior terms and the current term;<sup>6</sup>
- ✓ Be enrolled in at least 12 credits worth of courses this term;

To benefit from a visa for the following term, you must:

- ✓ Have paid the prior terms and the current term in full;
- ✓ Be enrolled in at least 12 credits worth of courses in the following term;
- ✓ If you are not enrolled this term, you must have paid your following term;

## Duration of Visa

The duration of your visa is indicated by STIU, though the ultimate decision on your visa duration is made by the Immigration Bureau. Your visa duration will depend on you meeting the following requirements:

Conditions		Visa duration (rounded up to end of term's month)
1	Enrollment period has begun and you are not enrolled for the following term	→ Your visa will be extended to the end of the current term <sup>2</sup> .
2	Enrollment period has begun and you haven't paid your following term in full	→ Your visa will be extended to the middle of the following term (week 6).
3	You haven't paid in full this term <sup>1</sup>	→ Your visa will be extended to the end of the current term <sup>7</sup> .
4	You are on an installment payment plan this term	→ Your visa will be extended for 3 months.
5	You are enrolled in IS or Thesis II or Last Internship	→ Your visa will be extended for 3 months.
6	You study at LEP	→ Your visa will be extended for 3 months.
7	Your GPA is below 1.75	→ Your visa will be extended for 3 months.
8	You enrolled less than 12 credits this current term	→ Your visa will be extended for 3 months.
9	You enrolled less than 36 credits in the past year	→ Your visa will be extended for 6 months.
Otherwise:		→ Your visa will be extended for 12 months.

<sup>6</sup> Students on an installment payment plan must have paid at least 70% of their fees in order to get visa sponsorship from STIU.

<sup>7</sup> Including term break and rounded up to end of month.