



VISA PROCEDURES

All You Need to Know About Your Visa in Thailand

Welcome!

Welcome to Thailand! Your stay in Thailand, during your studies, will require you to hold a passport and a valid visa. Holding a valid visa is a serious matter, which, if not taken care of properly, can lead to serious fines from the Thai authorities or even jailing.

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 various Visa Assistance Services.

However, it is important to note:

- Although we are willing 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 jailing in case of visa mismanagement.
- Your education visa (ED) and its length are **dependent on your studies** and requires sponsor from STIU as well as good academic and financial standing at STIU (see our policy).

Please note we offer the following Visa Assistance Services:

- **Change Visa Type** (from Tourist to Education)
- **Visa Extension**
- **90 Days Report**
- **Re-Entry Permit**
- **Visa cancellation**
- **Transferring Education Visa to STIU**

These services and policy are described in the following pages.

Ask for Help!

You can contact the **Student Service Team** at the **Student Service Hub**, Building 1, 1st floor next to the library.
TEL: +66 (02) 769-4000 ext. 2211 2223, Email address: international-service@stamford.edu

Changing visa type from Tourist to Education¹

Validity of the Tourist Visa, called non-Immigrant "TR", issued by Royal Thai Embassy or Immigration Bureau holds for 30-90 days² 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. If you enter Thailand with a Tourist visa, you **must** convert your visa type to an Education Visa. You will receive your visa 15 days after application.

Your responsibility for changing visa type:


- ✓ 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.

Required Documents for Immigration:

- ☐ Completed Application Form for Change of Visa (TM. 86 or TM. 87)
- ☐ Original passport and departure card (TM. 6)
- ☐ Stamford International University Receipt of Tuition fee
- ☐ One 2-inches photo
- ☐ A copy of your academic qualification documents³
- ☐ Report Residence Notification (TM. 30)⁴
- ☐ Other documents from university
- ☐ 2,000 Baht fee (pay at Immigration)

Penalty:

- ✗ **If you overstay your Tourist Visa, you will be forced to leave Thailand and apply for new visa to enter Thailand again.**



Departure Card (T.M. 6): Always keep your departure card! You must show this paper when you are doing your visas.

¹ This process is not recommended for applicants from South Africa.

² Depending on the country of origin, refer to the stay permit date in student's passport.

³ High-School transcripts and diploma, IGCSE or GED results, bachelor diploma etc.

⁴ The paperwork your landlord, housemaster, or house owner must provide to you.

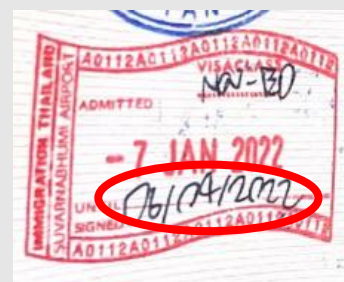


Tourist Visa (TR): A tourist visa is marked “TR” under the category. If you join STIU with a tourist visa, contact us immediately to change your visa type.

Old Version



New Version



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

Report at Immigration in person

Address of foreigner in Thailand (hand written) _____

ใบรับแจ้งการพำนักชั่วคราวของชาวต่างชาติ
RECEIPT OF NOTIFICATION
การพำนักชั่วคราวของชาวต่างชาติ
Name of Foreigner _____ Nationality _____
HAVE RECEIVED NOTIFICATIONS OF ALIEN'S ADDRESS FROM _____
ชื่อและนามสกุลของชาวต่างชาติที่แจ้ง
Name of person who made the notification _____ 1 PERSON
WHO NOTIFY THE RESIDENCE WHERE ALIENS HAVE STAYED
แจ้งเมื่อวันที่ (DATE) _____ MONTH _____ YEAR _____ HOUR _____
ON (DATE) _____ MONTH _____ YEAR _____ HOUR _____
Signature _____ Immigration Officer _____

Sample (edited)

Report via Online

Report Residence Notification (TM. 30)

Residential code: _____

Residence Location: _____

Date of stay (B.E.): 16/09/2562 (YY)

Arrival date (B.E.): 16/09/2562 (YY)

Search only the notification period not exceeding 7 days again.

Search by: _____

Result: 1 of 1 page

rank	Surname	passport	Residence card number	date	Check	Cancel
1				16/09/2019	Check	Cancel

Report via Mobile App

Search

[Condo Address]

Check-in Date 18 September 2019 total 2 Person

- John Smith
[Passport Number] UK
TM6 15/06/2019 Male
- Jane Smith
[Passport Number] UK
TM6 17/03/2019 Female

Report Residence Notification (TM. 30): House owners, heads of household, landlords or managers of hotels who accommodate foreigners on a temporary basis who stay in the kingdom legally, must notify the local immigration authorities within 24 hours from the time of arrival of the foreign national.

Visa Extension

The validity of the Education Visa, called Non-Immigrant “ED”, issued by Royal Thai Embassy or Immigration Bureau **holds for 90 days**⁵ 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 has to 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 responsibility for visa extension:

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

Required Documents for Immigration:

- ☐ Completed Application Form for Extension of Temporary Stay in The Kingdom (TM. 7)
- ☐ Original passport and departure card (TM. 6)
- ☐ Stamford International University Receipt of Tuition fee
- ☐ One 2-inches photo
- ☐ Stamford International University Transcript
- ☐ Other documents from university
- ☐ Report Residence Notification (TM. 30)⁴
- ☐ 1,900 Baht fee (pay at Immigration)
- ☐ Police Clearance⁶
- ☐ Apartment Contract⁷

Penalty:

- ✖ **If you overstay in Thailand, you will be subject to a fine of THB 500 per day, (maximum of THB 20,000) and/or you will be put in jail.**
- ✖ **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.**

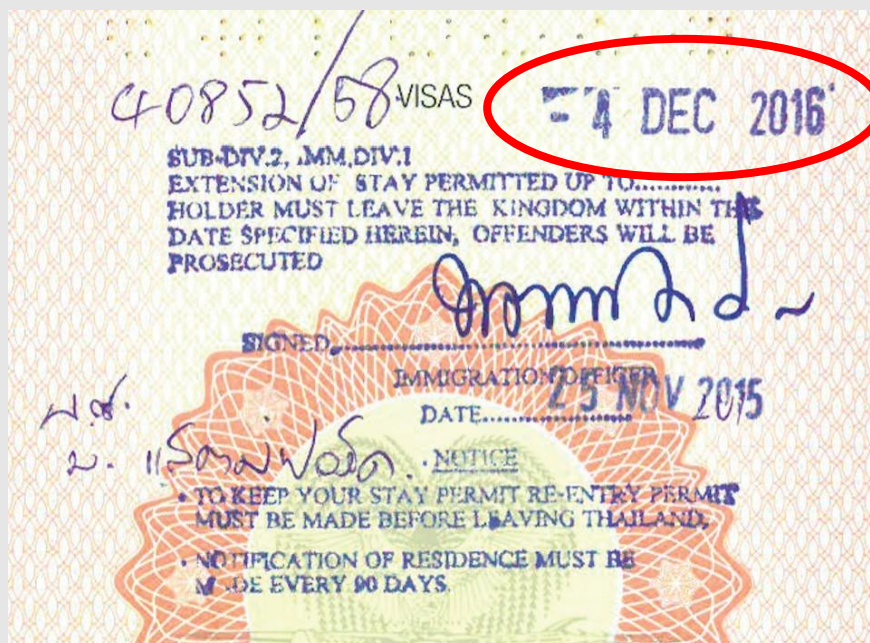
⁵ Refer to the stay permit date in student’s passport.

⁶ Students from African countries are required by the Thai immigration to have this report and must renew it yearly

⁷ Students from African countries are required by the Thai immigration to submit the copy of their current apartment contract



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): Once you completed the 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.

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 new "Receipt of Notification" that indicates the date of your next required report. This cycle of reporting is required for the entire duration of your stay in Thailand.

Your Responsibility for 90 days report:

- ✓ 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 in order to get a reprinted report.
- ✓ If you leave Thailand anytime during the 90-day period, the day count will restart from 1 upon your re-entry into Thailand.

Required Documents for Immigration:

- ☐ Completed Application Form of Staying Longer Than 90 days (TM. 47)
- ☐ Original passport and departure card (TM .6)
- ☐ Report Residence Notification (TM. 30)
- ☐ 90 Days Report Notification

Penalty:

- ✗ **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).**
- ✗ **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..... **8 JUN 2016**

(Signature).....

Immigration officer
- 9 MAR 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 เขียวศิริพันธุ์..... 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..... เว้นแล้ว เมื่อวันที่ 18..... เดือน..... MAY..... พ.ศ. 2016
NATIONALITY..... ON DATE..... MONTH..... YEAR

เวลา..... 11:10:02..... น.
HOUR

ลงชื่อ..... *[Signature]*..... ผู้รับแจ้ง
SIGNATURE..... IMMIGRATION OFFICER

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

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
- การแจ้งที่พักอาศัยเกินกำหนดจะต้องระวางโทษปรับไม่เกิน 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

Re-Entry Permit is **compulsory** to re-enter Thailand with your Education Visa, following a visit to another country. With a re-entry permit, your current visa remains valid while temporarily outside Thailand.

There are two types of re-entry permits:

- Single Entry: allowing you to leave and re-enter Thailand only once, costs 1,000 THB.
- Multiple Entry: allowing you to leave and re-enter Thailand several times, costs 3,800 THB

Multiple Entry is strongly recommended for students with a 12-month visa who plans to travel outside of Thailand.

Re-Entry Permit must be applied for by the passport holders (you) only. The Immigration bureau at Chaeng Wattana may be able to process a re-entry permit on the same day. You may also apply at the Immigration Checkpoint at the airport upon departure.

Your Responsibility for re-entry permit:

- ✓ You need to ensure that you applied the re-entry permit with the immigration bureau before leaving the country.
- ✓ You can apply for a Re-Entry Permit at the airport before leaving the country.

Required Documents for Immigration:

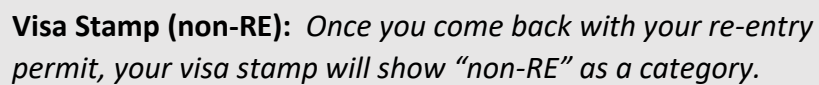
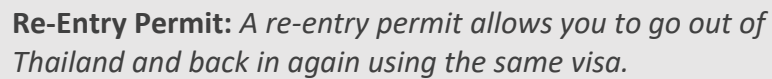
- ☐ Completed Application Form for Re-Entry into the Kingdom (TM. 8)
- ☐ Original passport with 1 set of photocopies
- ☐ Original departure card (TM. 6) with 1 set of photocopies
- ☐ One 2-inches photo taken within last 6 months

Fee:

1. Baht 1,000 for single re-entry (Baht 1,200 at the airport)
2. Baht 3,800 for multiple re-entries (Baht 4,000 at the airport)

Penalty:

- ✗ If you do not apply for re-entry permit before leaving Thailand, your existing student visa will be automatically expired, and you will need to re-apply for the new student visa and pay 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 Bureau may decline to change your visa type and you will have to return home at your own costs.



Visa Cancellation

The Thai immigration requires the university in Thailand to send the list of the students who are not currently studying each term to cancel their student visas. If you are not enrolled for this current term and therefore on one of the following statuses: **term leave, resigned, not enrolled, dismissed, disqualified, deregistered or graduated**⁸:

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.

⁸ Starting from the last day of term break of the last term of your studies.

Transferring Education Visa to STIU

Transferring student visa is required if you wish to join STIU from another university, school or institution. The process of visa transfer goes in 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

In order for STIU to help you request your education visa, you need to collect the following:

- ☐ Completed Application Form (TM. 7)
- ☐ Original Passport and departure card (TM. 6)
- ☐ Stamford Receipt of Tuition fee
- ☐ One 2-inches photo
- ☐ Stamford International University Transcript
- ☐ 1,900 baht fee (to pay at 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 your 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. (It is immigration officer’s decision whether or not to grant you 14 days extra stay.)

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

After completing the visa cancelation 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.

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, in active, resigned, dismissed, disqualified, deregistered or graduated) are not entitled to a student visa.

To benefit from a visa, you must:

- ✓ Have paid all your debts in full or accordingly to the installment payment plan;
- ✓ Be enrolled in at least 12 credits worth of courses each 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:

Visa Duration		Condition
• 12-months extension ⁹	→	Enrolled in at least 12 credits worth of courses Average GPA of 2.0 and above No outstanding balance
• 6-months extension	→	Average GPA between 1.51 to 1.99 No outstanding balance
• (The maximum of) 3-months extension	→	Average GPA of 1.5 and below StEP students Enrolled in IS or Thesis II Last term of study or last internship ¹⁰ On an installment plan ¹¹ for the current term

The above-mentioned condition may change, add, suspend, cancel, remove or otherwise modify at any time without prior notice.

⁹ Student must meet all the condition mentioned in the 12-months section to get the 12-months extension.

¹⁰ Student on their last term of study will only be grant the extension until the end of the term (including the term break), in some case the extension duration might be less than 3-months.

¹¹ Students on an installment payment plan must have paid accordingly to the plan in order to get visa sponsorship from STIU.