

REGULATIONS: ENTERING THAILAND

All international Student at Dusit Thani College must have a Non-Immigrant ED visa. Once a student's application to Dusit Thani College has been approved, a letter of acceptance and a letter for a visa application will be issued and sent to students.

APPLYING FOR VISA

Students need to apply for a student (non-immigrant ED) visa at their local embassy/ consulate. This visa will be valid for 90 days only. Usually it takes 5 to 10 days to obtain a non-immigrant ED visa, but the process may differ on your nationality and the country you apply in. In order to guarantee a successful application, we advise you to contact the embassy/consulate in advance.

THE GENERAL REQUIREMENTS ARE AS FOLLOWS

- Passport with validity not less than 6 months
- Visa application form completely filled out (available at the embassy/consulate)
- Recent (4 x 6 cm.) photograph of the applicant
- Recommendation letter addressed to the embassy/consulate
- Letter of acceptance/Certification from the college
- Application fee (approximately THB 2000)

After arriving Thailand and starting classes, students are qualified to extend their visas. The International Student Coordinator will assist all qualified students in this process and accompany them to the immigration office, if necessary.

VISA EXTENSION

At least 30 days before the visa expires, please apply for a one-year visa by contacting the International Student Coordinator to get all supporting documents from the college. We recommend to apply for multiple re-entry permit when going to the immigration office to avoid having to apply for re-entry permits every time you leave

Required documents:

- Visa extension form TM.7
- Letter of certification from Dusit Thani College (in Thai)
- Passport photocopies
- One recent 4x6cm full-face photo to glue on the TM.7 form
- Tuition fee receipt
- Grade report
- The visa extension fee (THB 1,900)



If the visa is about to expire while you're in Thailand, notify the Student Affairs Division at least two weeks before the expiry date to allow enough time to prepare the required documents and procure the authorised signatures. The visa extension must be submitted in person at the Immigration Bureau. Ultimately, students are responsible for ensuring that they renew their visa before the expiration date. Overstaying a visa is a serious issue that will result in daily fines and possible deportation. Any lapse will be stamped in your passport and become part of your record at the Immigration Bureau. **The overstay fine is 500 baht per day, up to a maximum of 20,000 baht.** If students have been shown overstay status, they must leave the country. It's advisable to check the Immigration Bureau's website for more details and inquire about any new steps and/or changes in the process.

**Even though the college assists its students in obtaining a visa, it can only be issued by the immigration department or an embassy/consulate, on the authority of the government.

90-DAY NOTIFICATION

Once the Immigration Bureau has admitted students into the country, their passport will be stamped with the conditions of entry. One such condition is the 90-Day Notification. Students who stay in Thailand for 90 days without leaving the country are required to report their address at a local Immigration Bureau

Required Documents:

- 90-Day notification form TM.47
- Original passport

Please note: The notification can be done 15 days before or 7 days after the due date. This notification period is subject to change. There is a THB 2,000 fine for a late 90-Day notification. If the student is arrested, they will be fined THB 4,000. If student leaves the country and then re-enters, the counting of the next 90-day period re- starts at 1 (on day of arrival) in every case.

RE-ENTRY PERMIT

Students holding a one-year extension visa who plan to spend their holidays outside of Thailand need to apply for a re-entry permit before their departure. If you fail to do this, your visa will be invalidated and you 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, airport, and border.

Required Documents:

- Re-entry Permit form TM.8 (available at the Student Affairs Division)
- One recent 4x6cm full-face photo
- A copy of the passport page containing the most recent entry visa
- A copy of the passport page containing the stamp and "Kingdom of Thailand " label
- A copy of the passport photo page
- 1,000 THB for a single entry or 3,800 THB for a multiple entry permit

Note: When filling out any of the aforementioned application forms, students must use the full name as it appears on their passport.



IF A STUDENT HAS A CURRENT EDUCATION VISA HERE ALREADY FROM OTHER INSTITUTION

Please contact your current/previous education institution to request a cancellation of visa letter and bring a copy to the International Student Coordinator to assist proceeding with Non-ED visa with Dusit Thani College certification. Otherwise, you may be fined 500 baht per day at the Immigration office from the date you graduated from that institution.

LOSS OF PASSPORT

The loss of a valid passport is a serious matter. Student must report the loss to the police station closest to where the loss took place or to any Tourist Police office, and apply for a new passport in person at the embassy or consulate of nationality in Thailand. Bring the report to the Consulate/Embassy of your nationality in Thailand and fill in the Lost Passport Form.

LEAVE OF ABSENCE DURING TRIMESTER

The loss of a valid passport is a serious matter. Student must report the loss to the police station closest to where the loss took place or to any Tourist Police office, and apply for a new passport in person at the embassy or consulate of nationality in Thailand. Bring the report to the Consulate/Embassy of your nationality in Thailand and fill in the Lost Passport Form.

LEAVE OF ABSENCE DURING TRIMESTER

If student has plans to take leave, they must inform the Student Affairs Division. If a student cannot be contacted for any reason, Student Affairs will report to the Immigration Bureau to cancel the Non-ED visa right away.

Staying in Thailand is very simple and comfortable if students are aware of these regulations and responsibilities.

Report of loss to a police station (please bring a copy of your student ID and a copy of student's passport page (if available)).

EMERGENCY CONTACTS:

Tourist Police: 1155

Visa Matters: Student Affairs Division, Room 301,

Office hours: 8.30am-5.30pm,

Tel. 02-361-7811 **Ext.** 127, 125



IMMIGRATION BUREAU LOCATIONS

IMMIGRATION DIVISION 1

AT ONE-STOP SERVICE CENTER FOR VISAS AND WORK PERMITS

Extension of temporary stay Notification of address every 90 days Re- entry Permit Visa Issuing and Changing type of Visa Foreigners carrying out duties relating to the specific law: Immigration Act, Board of Investment Act/ Industrial Estate Authority of Thailand Act.

Contact: Chamchuri Square Building **Tel.** 0-2209 1100

Office hours: Mon-Fri 8:30 - 12.00 and 13.00 - 16:30

Closed on OFFICIAL HOLIDAYS

Location: 18th Floor, Chamchuri Square Building, Phayathai Road, Pathumwan, Bangkok 10330.

MAP

Getting to the Immigration Division 1, Chamchuri Square Building near Subway MRT Samyan station.



By Bus Take bus 4, 16, 21, 25, 29, 34, 36, 40, 45, 47, 50, 67, 93, 113, 141, 163, 172, 501

By Bangkok MRT: Exit at Samyan station gate 2.

By Bangkok BTS: Exit at Saladaeng station. Walk to Chamchuri Square Building on Rama 4 Road.

By Car or Taxi Drive south on Phayathai Road from MBK Shopping mall and pass Chulalongkorn University about 500 metres before Samyan Junction. Turn left into Chamchuri Square Building.

IMMIGRATION DIVISION 1

AT THE GOVERNMENT COMPLEX COMMEMORATING HIS MAJESTY

Available Service: Extension of temporary stay in Thailand Notification of address every 90 days Permanent Resident Permit Visa Issuing and Changing type of Visa Re-entry Permit Alien Registration Endorsement and Re-entry Visa for Resident Certificate holders.

At The Government Complex Commemorating His Majesty The King Chaengwattana

Tel. 0-2141-9889 | **Fax.** 0-2143-8228

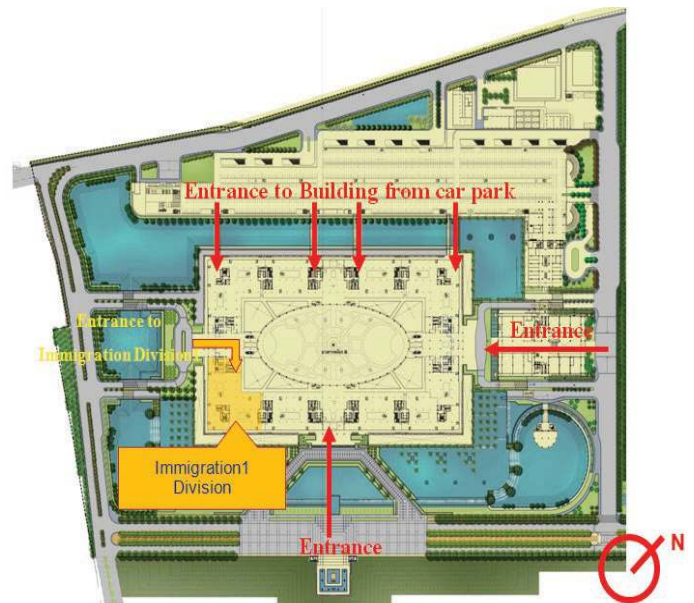
Office hours: Mon-Fri 8:30 - 12.00 and 13.00 - 16:30

Closed on OFFICIAL HOLIDAYS

Location: The Government Complex Commemorating His Majesty, B Building, Floor 2 (South Zone), Chaengwattana Road (Soi 7), Laksi, Bangkok 10210

MAP

Getting to the Immigration Division 1, Chamchuri Square Building near Subway MRT Samyan station.



Getting to the Immigration Division 1

By Bus/Van: Take bus or van on Chaengwattana Road, pass TOT on left then get off at bus stop in front of CAT. About 100m walk into Chaengwattana Soi 7, take a shuttle bus to The Government Complex, B Building and get off at East zone. Walk to 2nd Floor of South zone and you will see the Immigration Division 1

By Bangkok MRT: take MRT to Chatuchak Park station and then take a taxi to Chaengwattana Road, Soi 7.

By Bangkok BTS: Exit at Mo Chit station then take a taxi to Chaengwattana Road, Soi 7.

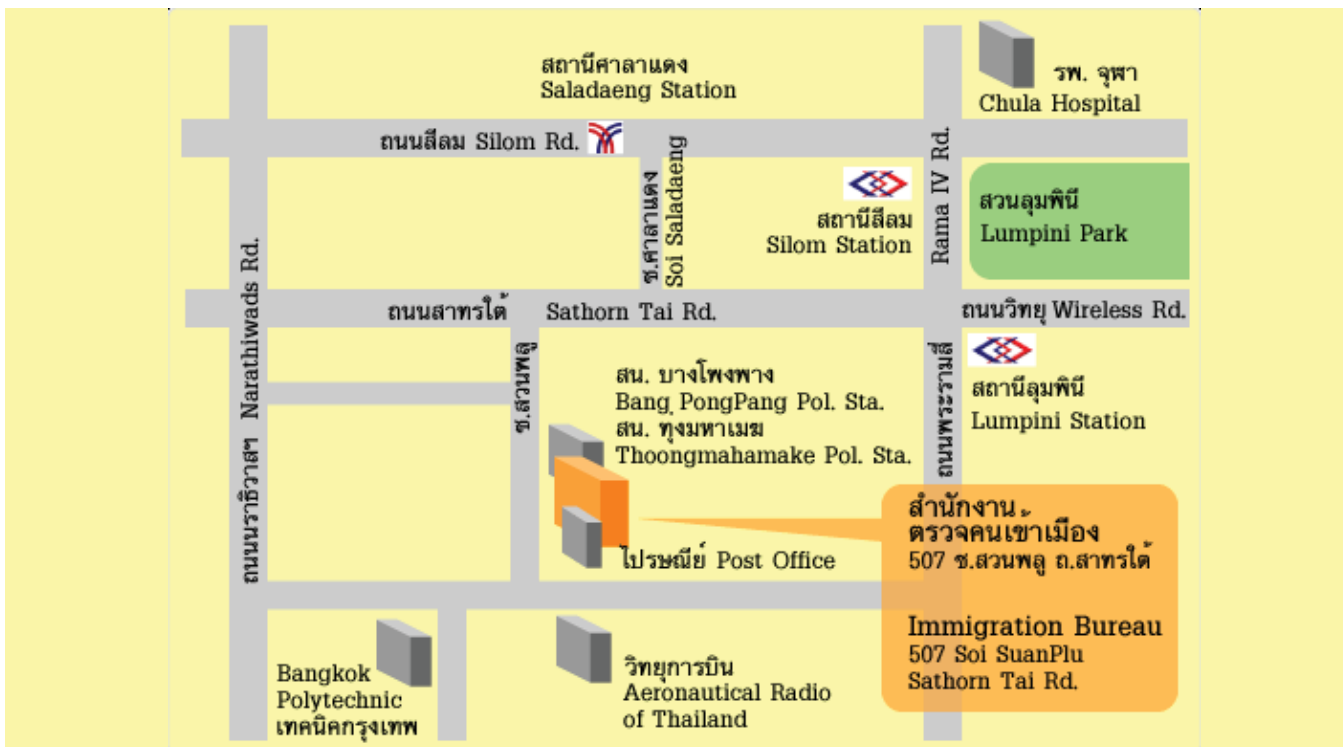
IMMIGRATION DIVISION AT SOI SUAN PLU

Address: 507, Soi Suan Plu, Sathorn Bangkok 10120

Remark In case of extension service please contact immigration office in your residence area for example if you live in Bangkok please contact Immigration Division 1 at Government Complex Chaengwattana

Office hours: Office hours: Mon-Fri 8:30 - 16:30

Closed on Saturday, Sunday and OFFICIAL HOLIDAYS



Getting to the Immigration Bureau (Head Quarter @ Soi Suan Plu)

By Bus: Take bus No. 22 , 62 or 67

By Bangkok subway Lumpini station is the closest subway station to the Bureau. Take the number 2 exit to Sathorn Road. Walk to a bus stop around 200 meters. Then take bus Nrs. 22, 62 or 67 bus to the Bureau.

By Bangkok skytrain Student Affairs Division, Dusit Thani College Page 9 Exit at Saladaeng station. Walk to a bus stop at Chulalongkorn Hospital on Rama IV road. Take bus 67 or Next to U- Chuliang Building. Take a red open pick-up bus (Sawngthaew).

By car Drive to South Sathorn Road (Thanon Sathorn Tai). Turn left into Soi Suan Plu. About 600 meters into the soi, the Bureau is on the left hand side, just after Thoongmahamake police station.