

# HATYAI UNIVERSITY

## INTERNATIONAL STUDENTS HANDBOOK

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*Once your application to study at Hatyai University has been approved; you will need to apply and obtain a **Non-Immigrant visa type “ED”** from the Royal Thai Embassy or the Royal General-Consulate before entering to Thailand. This visa will be extended once your study commences. In any case, **DO NOT** enters Thailand on a tourist or transit visa, as they cannot be extended to cover your period of study.*

### HOW TO GET ASSISTANCE WITH IMMIGRATION MATTERS

The International Affairs Unit is available to assist you process your immigration forms and documents. Working with Immigration Bureau can be very complicated, detailed, and time-consuming. It is important that you do not rely on information obtained from friends and other students. The International Affairs Unit must work within the federal immigration laws. When making a request, please make sure that you allow plenty of time for your request to be processed.

**IMPORTANT:** You should allow at least two weeks for processing signatures, letters and/or other types of paperwork. Special consideration will be given for emergency situations.

**REMINDER:** It is **YOUR** responsibility to keep track of all immigration documents and keep them current. Hatyai University will not be held responsible for any or liable in any way for any claims, damages, losses, expenses, costs or liabilities whatsoever

### IMMIGRATION BASICS AND DEFINITION OF TERMS

As with all countries, Thailand has laws and regulations on foreigners who are temporarily stay within its borders. The immigration regulations are administered by Immigration Division of the Kingdom of Thailand who request to enter the Kingdom of Thailand is required to obtain a visa from a Royal Thai Embassy or a Royal Thai Consulate-General. The Immigration regulations can change frequently and are difficult to interpret. It is important for international students to understand the rules as they apply as student status. Questions should be directed to the International Affairs Unit (IAU) or your advisor who will be able to assist with legal regulations and can sign your immigration documents.



**Understand your visa**



**Where your visa was issued.** → PLACE OF ISSUE: London

**"SINGLE"** means single entry. You can only use a visa once. If you wish to leave and re-enter Thailand while your stay permit is still valid, You need to apply for " re-entry " at port of departure to re-enter Thailand otherwise your single visa and a stay permit will be invalid.

**"MULTIPLE"** means multiple entries. You can seek entry into Thailand for multiple times

**"VALID UNTIL"** date is the last day you can use your visa to seek entry into Thailand. It does not indicate the last day of your stay in Thailand. Please check your immigration stamp when you enter Thailand for permitted length of stay.

**Immigration Stamp**

**Your date of entry.** → 28 APR 2016

**The last day you can stay in Thailand.** → 28 JUL 2016

**30-day visa exemption scheme is NOT counted as extra days you can stay in Thailand.**

## THAILAND ARRIVAL/DEPARTURE CARD

### What is the T.M.6 Card?

T.M.6 Card is the small white card given to you at the port of entry to the Thailand, this form is very important since it officially determines how long an international student can remain in Thailand.

When filling Thailand Arrival Card, you need to submit the main information about your visit and personal details. The form should be filled up in English, capital letters and Latin characters only.

There are two sections on the card form T.M.6 – Arrival Card and Departure Card. It is important to fill all the details on both sides of Arrival Card when entering the country however; you can fill Departure Card as well because the only thing that can change there is the number of your outbound flight.

T.M.6 ดม.6		บัตรขาออก	
THAI IMMIGRATION BUREAU		DEPARTURE CARD	
ชื่อสกุล Family Name			
ชื่อตัวและชื่อรอง First & Middle Name			
วัน-เดือน-ปีเกิด Date of Birth	DD	MM	YYYY
เลขที่หนังสือเดินทาง Passport no.			
สัญชาติ Nationality			
หมายเลขเที่ยวบินหรือพาหนะอื่น Flight no./ Vehicle no.			
ลายมือชื่อ Signature			

Please complete this application form in CAPITAL LETTERS and use only BLACK or BLUE ink.  
กรุณากรอกตัวอักษรภาษาอังกฤษตัวพิมพ์ใหญ่ และด้วยหมึกสีดำหรือสีน้ำเงินเท่านั้น



*Example of Arrival and Departure card (T.M.6)*

## VISA EXTENSION

### DOCUMENTS REQUIRED FOR A VISA

Notify the International Affairs Unit not less than four weeks before the expiry date, bringing your passport with yourselves. Consequently, at least 14 days in advance before your visa expiration, you have to submit the documents listed below. After about a week, the International Affairs Unit will issue the visa extension request letter.

1. Application Form (T.M.7): completed and signed
2. Passport (valid for no less than 6 months)
3. Two copies of passport (the first page that shows your photo)
4. Two copies of visa (the page that shows your expired date of Non-Immigrant Visa type ED)
5. The copies of every single stamp in passport
6. Two copies of transcript and receipt – *issued by the SOS*
7. Two recent passport-sized photographs (2 inches / 4 x 6 cm)
8. Application Fee: 1,900 Baht
9. Class schedule (Must contain your name – *print it out by iStudent or ask your advisor*)
10. Three Color Pictures during in the class
11. Visa Extension Request Letter from Hatyai University – *issued by the IAU*

**\*\* One can submit the documents not more than 45 days in advance. If the one-year visa expires, there is a fine of 500 Baht per day, but not exceeding 20,000 Baht in total \*\***

- Be aware, only the letter of acceptance from the university does not verify that you are a student. Therefore, Non-Immigrant ED Visa is valid only for 90 days when you first enter to Thailand.
- Within these 90 days, you have to register and proceed the tuition payment at the university in order to issue a confirmation letter about your study and registration.
- Some countries as federal regulations will be required a criminal result issued by Police Forensic Science Center of Kingdom of Thailand for visa extension process, its fee is 100 Baht.
- Students and IAU officer will go to Immigration Bureau to proceed the visa extension, in person.
- The visa extension for the following year is also in the same technical procedures.

## 90 DAYS NOTIFICATION

For each 90 days spent in Thailand, foreigner must complete a "Form for Alien to Notify of Staying Longer Than 90 Days" and hand it in to the Immigration Bureau on or before the due date. The International Affairs Unit highly recommends the completed form and all required documents at least 15 days. If not, the international Student will be fined 2,000 Baht. Student will finalize by themselves at Immigration Bureau, in person.

## REQUIRED DOCUMENTS

1. Application Form (T.M.47): completed and signed – **Take at Immigration Bureau**
2. Passport (valid for no less than 6 months)
3. The copies of passport: the main page with your photo on it; current/valid (one year)  
    Visa; Departure/Arrival Card
4. Previous 90-day record

**\*There is no fee for this report**

**\*\* One can submit the documents **even 15 days** in advance or **seven days after the expiry date**; if not, the student will be fined 2,000 Baht \*\***

- At the checkpoint of entry in Thailand, the 90 Days Notification card is tagged into your passport.
- You need to notify, either in person or by posting, the Immigration Bureau every 90 days and tell them your current address. It's a very simple form you have to fill in with free of charge. Later, you will get a slip noting the next appointment date.
- The next notification is also in the same technically procedures.

## RESIDENTIAL REPORTING

Immigration of Kingdom of Thailand requires that the address of all foreigners in the Kingdom to be reported. For tourists, this requirement is generally placed on the management of the foreigner's place of lodging such as hotel, guest house, or resort.

However, if you are residing in Thailand for more than 90 consecutive days, you will also be required to report your address to Immigration and again for each succeeding 90 day period that you remain in Thailand. If you change your address, you are supposed to report it to Immigration within 24 hours.

- Foreigners living in outside Bangkok, please contact each particular provincial Immigration office located in the area of residence.
- Please check your VISA expiration date in passport.
- The alien granted a temporary stay permit in the Kingdom of Thailand must notify the residence to the competent Immigration office every 90 days or 90 days from the last entry date.
- The Notification of residence (every 90 days) is not extension of the VISA.
- When leaving the Kingdom of Thailand, to keep your stay permit valid, a re-entry must be made before leaving.

**Noted:** International Students should inform IAU office every time when you depart from Thailand and arrive in Thailand.



ใบรับการแจ้งรับคนต่างด้าวเข้าพักอาศัย  
RECEIPT OF NOTIFICATION

ชื่อ นามสกุล: ศ.ศ.เจริญ พงษ์กุล ตำแหน่ง: ผบ.หมู่ ต.ม.จ. เชียงใหม่

ได้รับการแจ้งบุคคลต่างด้าวเข้าพักอาศัยของ: MR. [Redacted] สัญชาติ: USA

HAVE RECEIVED NOTIFICATIONS OF ALIEN'S ADDRESS FROM: [Redacted] NATIONALITY: USA

ซึ่งได้รับแจ้งการเข้าพักอาศัยของ: นางศิวพร ภิรมย์ TOTAL PERSONS: 1

WHO NOTIFY THE RESIDENCE WHERE ALIENS HAVE STAYED

ไว้แล้วเมื่อวันที่: 7 เดือน 11.4 พ.ศ. 2559 เวลา: 09.10 น.

ON (DATE) MONTH YEAR HOURS

ลงชื่อ: [Signature] ผู้รับแจ้ง: IMMIGRATION OFFICER

SIGNATURE

*Example of Receipt of Residence Notification*

## RE-ENTRY VISA

### WHEN YOU NEED A RE-ENTRY PERMIT

A re-entry permit should be used only if you have a single entry Tourist Visa or a single entry Non Immigrant Visa. If you are on a Non Immigrant Retirement Visa, you will need a re-entry permit only after you have received your one-year extension.

A re-entry permit is valid throughout the length of your visa extension (an extension is obtained at an Immigration Office inside of Thailand whereas a visa is obtained from a Royal Thai Embassy or Consulate outside of Thailand). If you get a new extension (applicable to single entry visas) your re-entry permit will be voided and you must apply for a new one.

A multiple re-entry permit is only cost-effective if you have received a nine-month extension on single entry Non Immigrant Business or a one-year extension on a Non Immigrant Retirement Visa. Otherwise, apply for a single entry re-entry permit as needed.

If you have a Non Immigrant Visa and leave the country on a re-entry permit, your 90-day check-in count restarts at 'Day 1' when you re-enter Thailand.



Example of Single entry



Example of Multiple entries

Alien who hold a 1 year visa or Non-Immigrant vasa has to contact the Immigration Office before leaving the Kingdom to stamp a Re-Entry permit at Immigration office only cannot do at the airport immigration.

**\*\* Fee 1,000 Baht for Single entry & Fee 3,800 Baht for Multiple entries \*\***



## THAI RE-ENTRY PERMIT APPLICATION REQUIREMENTS

### To apply for a re-entry permit, you will need:

- Passport with a valid Thai visa (you cannot get a re-entry permit on a 30-day Visa Exempt Stamp or Visa On Arrival)
- Copies of the photo page, current visa page, and immigration departure card
- Copy of extension stamp page (applicable to Non Immigrant Thai visas)
- Re-Entry Permit application (form TM.8) that is provided at your local Thai Immigration Office
- One 2" x 2" passport photo
- 1,000 baht for a single re-entry permit; 3,800 baht for a multiple re-entry permit (cash only)

## CONTACT INTERNATIONAL AFFAIRS UNIT, HATYAI UNIVERSITY

### International Affairs Unit (IAU), Hatyai University

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