

Office of IIS-RU	
วันที่รับ Receive Date.....
เวลา Time.....
ผู้รับ Receiver.....
นำตรวจเอกสาร Check Transcript.....
วันนัดรับ Appointment Date



Office of IIS-RU	
ตรวจสอบหลักฐานแล้ว Verified	
<input type="checkbox"/>	Copy of main page passport
<input type="checkbox"/>	Copy of visa expiration date
<input type="checkbox"/>	Tuition fee Receipt
<input type="checkbox"/>	Official Transcript
<input type="checkbox"/>	ไม่ครบ เพราะ.....
ลงนามเจ้าหน้าที่ตรวจสอบ	
(Officer Signature)	
Date / /.....	

The Institute of International Studies

Ramkhamhaeng University

Visa Extension/ Changing Visa type Request form

V 1

Date:

Name (Mr. /Ms. / Mrs.):

Student ID:

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Student level: Undergraduate student Graduate student Non-Degree/Exchange

Program/Field of study: B.B.A B.A English B.A Mass Com (Tech)

Nationality:

Visa expires date.....

Phone Number: E-mail:

Items	Number of copies	Amount
<input type="checkbox"/> Extend Non-Immigrant ED visa	60/90 Baht/copy	
<input type="checkbox"/> Change form tourist to Non- Immigrant ED visa	60/90 Baht/copy	
<input type="checkbox"/> Visa Cancellation	30 Baht/copy	
Other		
.....		
.....		
Total		

Hereby, I attached a copy of the main page of passport, visa expiration date, transcript and tuition fee receipt to this Request Form. When the letter is ready, I myself will come to pick it up and proceed accordingly.

(Signature)..... (Student)

Date of request..... Month.....Year.....

The Institute of International Studies
Ramkhamhaeng University

Visa Extension/ Changing Visa type Request form

Student's copy

V2

Date.....

Name (Mr. / Ms. / Mrs.) Student ID.....

..... Extend Non-Immigrant ED visa 60/90 Baht/copy

..... Change form tourist to ED visa 60/90 Baht/copy

..... Visa Cancellation 30 Baht/copy

(for Officer Only)

Check Transcript:

Appointment Date:

Student's Signature.....

Officer's Signature.....



Institute of International Studies
Ramkhamhaeng University
Information about Visa

Extend Non-Immigrant ED visa:

The visa expiration date is shown on their passport, depending on the alien's nationality. Students must regularly check their expiration date. IIS-RU will issue the visa extension document on condition that the student accepts the possibility that the visa extension procedure may not be completed before the student's visa expires. This means that the student is responsible for the over-stay fine at the Thai immigration bureau as the student did not submit all required documents in time.

NOTE: At least 1 month before your visa expires, please contact your program coordinator to write request form for an extension of stay.

Change form tourist to ED visa:

Those who hold TR are required to apply for the change of the tourist visa (TR) to non-immigrant visa and those who have entered to Thailand with Phor.30 form (period of stay 30 days) or Phor.90 (period of stay 90 days) are required to apply for non-immigrant visa at least 16 days before expiration date or they will have to leave the Kingdom of Thailand.

NOTE: The students must request for a visa changing letter from the university at least 1-2 months before expiry date of the visa, then submit the application form and the letter from the university to the Immigration Bureau at least 16 days before expiration date according to the Immigration Bureau regulation.

Visa Cancellation:

Students who finish studies at IIS will get only 1 month visa extension in order to obtain a final grade. Students holding a visa of more than 1 month upon last day of his/ her last semester must cancel the visa and/ or change the visa to other type after completing his/ her studies. Otherwise, an overstay penalty charge will be fined of 500 baht per a day.

NOTE: Students should apply for visa cancellation letter within 1 month after the last day of the graduated semester.