

**RAMKHAMHAENG UNIVERSITY**

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# **PROCEDURE FOR VISA APPLICATION**

**INSTITUTE OF INTERNATIONAL  
STUDIES (IIS-RU)**

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# REGULATIONS & INFORMATION ABOUT VISA

The visa expiration date is shown on their passport, depending on the alien's nationality. Student must regularly check their expiration date. Please be aware that your passport and any visa you hold is always your own responsibility and you are liable in cases of missed deadlines, overstays and any rules/regulations violated. Failure to comply with the rules/regulations may result in fines or, in severe cases, revoking of the visa. Even though the university stands as sponsor of the visa and assists its students in obtaining and extending it, the student visa can only be issued by the Immigration department or an embassy/consulate, on the authority of the government.

Those who wish to extend their stay must submit an application for extension visa at least 1 month before expiration date. The visa application process may differ, depending to the applicant's nationality and the country where the application is made. Commonly, it takes 2- 3 weeks to obtain a student visa.

## 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)**

**TRANSFERRING EDUCATION VISA FROM OTHER SCHOOLS TO IIS-RU**

**VISA CANCELLATION**

# CHANGING VISA TYPE FROM TOURIST TO EDUCATION

The students who hold TR, Phor30 (ท30) visa, are required to apply for the change of the tourist visa to Non-Immigrant visa at the Immigration Bureau in Thailand but the request form must be made at least 16 days before visa validation. Firstly, they will be allowed to stay in Thailand for 30 days, and then requested for extension of stay is possible.

If the remaining days of the visa are fewer than 16 days but the visa has not yet expired, for those nationals from the countries stated in the table below, the following procedures may be taken:

-You have to leave Thailand which means that you will be required to return to your home country or countries around border of Thailand to proceed with your application for a visa at Thai Embassy.

-In another way, you have to fly to other countries and come back to Thailand with tourist visa then changing visa type at the Immigration Bureau.

For other type of visa like non-immigrant type B or non-immigrant type O cannot change to non-immigrant type ED visa

## YOUR RESPONSIBILITIES

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- You must inform and submit all documents to Students Services staff as soon as you register to IIS- RU, after which Visa staff will prepare the documents.
- You must submit your visa application to Students Services staff at least 30 days before the Tourist Visa expiry date.
- You must 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.

### **Please note:**

- If you overstay your Tourist Visa, you are required to leave Thailand and apply for new visa to enter Thailand again.
- If your 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 IIS- RU

# VISA EXTENSION

The visa expiration date is shown on their passport, depending on the alien's nationality. Students must regularly check their expiration date. Those who wish to extend their stay must submit an application for extension visa at least 1 month before expiration date. A fine of 500 Baht per day will be applied if a visa extension does not meet the expiration date dateline.

## Consideration Criteria for Issuing Visa Extension Letter

### **1. Criteria for the extension of a one year visa**

- The student has registered for 15 credits or more in the first semester and the second semester.
- The student achieves grades from A - D throughout the semester.

### **2. Criteria for the extension of a six month visa or less**

- IIS will consider the duration of stay according to a student's registration record and results that appear in the student's transcript after the completion of the first and second semester.
- Any student who registered for fewer than 15 credits in first semester and second semester will be considered.
- The student achieves grade F, I or U will be considered.
- The students with GPA lower than 2.0 fall under this category
- The students maintaining status will be considered
- The students applying for visa extension before registration date of new semester will be considered

### **3. Rejection of visa extension**

- A visa extension will not be issued to any student who maintains student status due to no registration, no class attendance, and no grade record.
- The students graduating within that semester will not be allowed extending visa.

## YOUR RESPONSIBILITIES

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- Student must regularly check their expiration date. Those who wish to extend their stay must submit an application for extension visa at least 1 month before expiration date.

# TRANSFERRING EDUCATION VISA FROM OTHER SCHOOLS TO IIS-RU

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

·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 IIS-RU. It is recommended to let IIS-RU plan the date of cancellation with your former university.

·You must inform and submit all documents to Students Services staff as soon as you register to IIS- RU, after which Visa staff will prepare the documents.

·Submit Visa Cancellation and Apply for a new visa at the Immigration Bureau.

**Please note: If your 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 IIS- RU.**

## VISA CANCELLATION

Non-immigrant ED visa cannot be canceled automatically, if the students like to apply for a non-immigrant B visa or non-immigrant O visa. The students must cancel his/her visa before applying for another type of visa.

·IIS will consider issuing a visa extension document case by case for any IIS-RU student who is going to graduate at any level and is currently in the process of requesting graduation.

·If the student already graduated and finished the graduation process but would like to continue the extension of stay in order to participate in the commencement ceremony or other reasons, IIS will not issue the visa extension document.

·Students who finish studies at IIS will get only 2 weeks visa extension in order to obtain a final grade.

·Students holding a visa of more than 2 weeks upon last day of his/ her last semester must cancel the visa and/ or change the visa to other type after completing

## YOUR RESPONSIBILITIES

Students should apply for visa cancellation letter 1 week after the last day of the graduated semester or 2 week after obtain a final grade.

# IIS-RU REGULATIONS & PROCEDURE FOR VISA APPLICATION

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IIS-RU will provide 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.

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. A fine of 500 Baht per day will be applied if a visa extension does not meet the expiration date deadline. Those who wish to extend their stay must submit an application for extension visa at least 1 month before expiration date.

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## **NEW STUDENTS**

-Any applicant for either the undergraduate or the graduate program who has transferred from another university or language institute must contact the IIS-RU office staff one month before the admission examination date and must have submitted all required documents to the IIS-RU staff to take the admission examination as scheduled. If the applicant passes the exam, the applicant is required to pay the tuition fee for the first semester according to the credits specified for the first semester of each program.

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## **TRANSFER CASE**

-Students from other university holding a non-immigrant ED visa can extend the visa continuously, making sure the students provide visa cancellation letter from the former university and also apply for visa extension letter at our university

-Students from language institute/ school holding a non-immigrant ED visa cannot extend the visa but must apply for the visa cancellation letter from the former institute/ school, then apply for a non-immigrant ED visa at any Thai embassy.

-New students upon registration will get 6 months visa upon application, the rest of the visa request will depend on student performance and number of credits registered per semester as well.

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## **GRADUATED STUDENTS**

-IIS will consider issuing a visa extension document case by case for any IIS-RU student who is going to graduate at any level and is currently in the process of requesting graduation.

-If the student already graduated and finished the graduation process but would like to continue the extension of stay in order to participate in the commencement ceremony or other reasons, IIS will not issue the visa extension document.

-Students who finish studies at IIS will get only 2 weeks visa extension in order to obtain a final grade.

-Students holding a visa of more than 2 weeks upon last day of his/ her last semester must cancel the visa and/ or change the visa to other type after completing

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# WHY REQUESTING VISA EXTENSION/CHANGING VISA TYPE/VISA CANCELLATION DOCUMENT TAKE ONE MONTH

- 1.Student must regularly check their expiration date. At least one month before your visa expires, the students have to submit request form to their program coordinators/ Students Services staff.
- 2.Program coordinators/ Students Services staff will work on the Transcript.
- 3.Program coordinators/ Students Services staff send students request form document to Visa staff ( Process 2-3 take about 1 week)
- 4.Visa staff issue visa extension/changing visa type/visa cancellation documents.
- 5.Visa staff sends visa extension/changing visa type/visa cancellation documents to Director or Deputy Director of IIS-RU to sign the document.
- 6.Messenger of IIS-RU will deliver the visa document. To the president office.
- 7.The Director of Document Subdivision Department to sign the document and send to the International Relation Department.
- 8.Vice President of International Relation Department signs the documents.
- 9.The documents will be sent back to the Document Subdivision Department to check all details again.
- 10.Document will be returned back to IIS-RU office in order to approve by the director.
- 11.Visa staff receives document and provide to the students.

**NOTE: After students submit the completed request form, students will be able to obtain, within three to four weeks; Students can come to contact and receive your document at the IIS-RU office during office hours Monday through Friday before going to the immigration bureau.**

# REQUIRED DOCUMENTS FOR IIS-RU

The Institute of International Studies request form

Copy of main page passport

Copy of visa expiration date stamp

Copy of recent tuition fee receipts

Grade checklist

Transcript

Address Lease Agreement

# REQUIRED DOCUMENTS FOR IMMIGRATION

Visa extension/ Changing visa type/ Cancellation letter

Student certificate in English from IIS-RU

Transcript

Recent tuition fee receipts

A copy of main page passport with certified student's signature

Picture 4x6 cm. 1 photo

Application form (the request form at Immigration Bureau)

2,000 Baht fee (Depend on type of visa and please check at [www.immigration.go.th](http://www.immigration.go.th))

