

VISA Manual

The Office of International Affairs

The documents are to be submitted to the Office of International Affairs for processing the extension, change or cancellation of visa types for international students.

Visa Extension Application

1. Prepared the documentation for visa extension

Documents required to be prepared and submitted to the Office of international Affairs for the purpose of requesting a **visa extension** for international students are as follows:

1.1 A memo requesting visa extension from the faculty stating the following information:

- 1.1.1 Student's personal information**
- 1.1.2 Education record**
- 1.1.3 Certificate of student status**
- 1.1.4 Details on student visa requirements**

1.2 A copy of the passport's bio-data page (one copy) showing a clear image and complete information.

1.3 A copy of the visa page (one copy) showing clear and complete information.

1.4 A copy of all payment receipts (showing clear information) for the student during the term for

which visa extension is requested.

1.5 A certificate of enrollment for the student during the term for which the visa extension is requested.

***** This document is for visa application purposes only and cannot be used for opening a bank account or any other purpose under any circumstances. *****

2. Conditions for granting a visa

2.1 Visa approval dates

The University determines only the criteria for consideration of documents for consideration of visa application. However, the approval of the visa issuance date is determined directly by the Immigration Office. Therefore, students may have different opportunities for visa approval dates based on the Immigration Office's decision.

2.2 Payment terms

Students are required to pay the fees according to the criteria set by the university to consider issuing visa documents. The criteria details are attached (Visa Approval Dates Criteria).

2.3 Student's status terms

2.3.1 Students must be in the studying status.

2.3.2 Visa documents cannot be issued for all cases in which **leave case status** or **retire status**.

2.4 The duration required for processing visa extension document applications.

Students should submit visa extension documents **at least one month before the visa expires**.

3. The procedure for submitting a visa extension document

3.1 Students apply for visa documents through the online system and provide attachments, as shown in item 1.

3.2 The Office of International Affairs verifies the accuracy of documents and related information.

3.3 The Office of International Affairs will issue visa documents **within 7 days** (excluding Saturday to Sunday and public holidays) after receiving the student's complete documents.

3.4 Students can receive documents at the Office of International Affairs, Building 1, 2nd Floor, Saphan Mai Campus, **telephone number 262**

Note:

The Office of International Affairs references information based on documents and data from the relevant departments. Therefore, please ensure the accuracy of the information before submitting the documents to the student. If the Immigration Department finds any mistakes, the department that issued the documents must be responsible for the information issued by the department.

签证文件申请指南 由国际交流处提供

信息和文件准备清单，提交至国际交流处用于延长、变更或取消签证（适用于国际学生）。

签证续签

1. 信息与文件的准备

学生需准备重要信息和文件提交至国际交流处以申请签证延期，具体如下：

1.1 由学院/课程出具的签证文件申请协助函，并按照表格完整填写以下信息：

1.1.1 学生个人信息

1.1.2 教育信息

1.1.3 学生身份信息

1.1.4 签证信息

1.2 护照首页复印件 1 份（照片及信息需清晰）。

1.3 签证页面复印件 1 份（照片及信息需清晰）。

1.4 当前学期申请签证的所有付款收据复印件 1 套（照片及信息需清晰）。

1.5 当前学期申请签证的注册课程证明 1 份。

*** 上述文件仅用于申请签证，不得用于开立银行账户或其他任何用途 ***

2. 签证有效期的条件

2.1 签证天数的核定

大学仅负责制定签证申请相关文件的审核标准，签证天数的最终批准权归移民局直接负责。因此，学生获得的签证天数可能会因移民局的审核结果而有所不同。

2.2 付款条件

学生需按照大学规定的标准支付相关费用，以供签证文件的审核使用，具体标准详见附加文件（签证天数核定标准）。

2.3 学生身份条件

2.3.1 学生必须具有“**在学**”状态方可申请。

2.3.2 如学生处于休学或退学状态，无论任何情况，均无法出具签证文件。

2.4 签证文件申请时间

学生应至少在签证到期前 1 个月提交签证文件申请。

3. 签证文件申请流程

3.1 学生通过在线系统提交签证文件申请，并按第 1 条所列准备附件材料。

- 3.2 国际交流处审核文件及相关信息的准确性。
- 3.3 国际交流处将在收到学生完整文件后 **7 天内** 出具签证文件（不包括周六、周日及法定节假日）。
- 3.4 学生可前往国际交流处领取文件，地点：1 号楼 2 楼，撒攀美校区，**联系电话：262。**

备注：

国际交流处依据相关部门提供的文件和信息，因此请在将文件提交给学生前仔细核对其准确性。如移民局审核过程中发现任何错误，由出具文件的相关部门对其负责。

Changing Visa type Application

1. Prepared the documentation for visa conversion

Documents required to be prepared and submitted to the Office of International Affairs for the purpose of requesting a **change of visa type** for international students are as follows:

1.1 A memo requesting a change of visa type from the faculty stating the following information:

1.1.1 Student's personal information

1.1.2 Education record

1.1.3 Certificate of student status

1.1.4 Details on student visa requirements

1.2 A copy of the passport's bio-data page (one copy) showing a clear image and complete information.

1.3 A copy of the visa page (one copy) showing clear and complete information.

1.4 A copy of all payment receipts (showing clear information) for the student during the term for which the visa extension is requested.

1.5 A certificate of enrollment for the student during the term for which the visa extension is requested.

1.6 Specify the name and location of the embassy where the student applies to change the visa type.

***** This document is for visa application purposes only and cannot be used for opening a bank account or any other purpose under any circumstances. *****

2. Conditions for granting a visa

2.1 Visa approval dates

The University determines only the criteria for consideration of documents for consideration of visa application. However, the approval of the visa issuance date is determined directly by the Immigration Office. Therefore, students may have different opportunities for visa approval dates based on the Immigration Office's decision.

2.2 Payment terms

Students are required to pay the fees according to the criteria set by the university to consider issuing visa documents. The criteria details are attached (Visa Approval Dates Criteria).

2.3 Student's status terms

2.3.1 Students must be in the studying status.

2.3.2 Visa documents cannot be issued for all cases in which **leave case status or **retire status**.**

2.4 The duration required for processing visa extension document applications.

Students should submit visa extension documents at least one month before the visa expires.

3. The procedure for submitting a visa extension document

3.1 Students apply for visa documents through the online system and provide attachments, as shown in item 1.

3.2 The Office of International Affairs verifies the accuracy of documents and related information.

3.3 The Office of International Affairs will issue visa documents **within 7 days** (excluding Saturday to Sunday and public holidays) after receiving the student's complete documents.

3.4 Students can receive documents at the Office of International Affairs, building 1, 2nd Floor, Saphan Mai Campus, **telephone number 262**

Note:

The Office of International Affairs references information based on documents and data from the relevant departments. Therefore, please ensure the accuracy of the information before submitting the documents to the student. If the Immigration Department finds any mistakes, the department that issued the documents must be responsible for the information issued by the department.

签证类别变更申请

1. 准备信息与文件

学生需准备重要文件和信息，提交至国际交流处以申请更改签证类别，具体如下：

1.1 由学院/课程出具的**签证文件申请协助函**，并按照表格完整填写以下信息：

1.1.1 学生个人信息

1.1.2 教育信息

1.1.3 学生身份信息

1.1.4 签证信息

1.2 护照首页复印件 1 份（照片及信息需清晰）

1.3 签证页面复印件 1 份（照片及信息需清晰）

1.4 当前学期申请签证的所有**付款收据**复印件 1 套（照片及信息需清晰）

1.5 当前学期的**注册课程证明** 1 份

1.6 明确学生希望申请更改签证类别的使馆名称和具体地址

*** 上述文件仅用于申请签证，不得用于开立银行账户或其他任何用途 ***

2. 签证有效期的条件

2.1 签证天数的审批

大学仅负责制定签证申请相关文件的审核标准，签证天数的最终批准权由移民局直接负责。因此，学生获得的签证天数可能会因移民局的审核结果而有所不同。

2.2 付款条件

学生需按照大学规定的标准支付相关费用，以供签证文件的审核使用，具体标准详见附加文件（签证天数审批标准）。

2.3 学生身份条件

2.3.1 学生必须具有“**在学**”状态方可申请。

2.3.2 如学生处于**休学或退学状态**，无论任何情况，均无法出具签证文件。

2.4 签证文件申请时间

学生应至少在签证到期前 1 个月提交签证文件申请

3. 签证文件申请流程

3.1 学生通过在线系统提交签证文件申请，并按第 1 条所列准备附件材料。

3.2 国际交流处审核文件及相关信息的准确性。

3.3 国际交流处将在收到学生完整文件后 **7 天内** 出具签证文件（不包括周六、周日及法定节假日）。

3.4 学生可前往国际交流处领取文件，地点：1 楼 2 层，撒攀迈校区，**联系电话：262**

备注：

国际交流处依据相关部门提供的文件和信息，因此请在将文件提交给学生前仔细核对其准确性。如移民局审核过程中发现任何错误，由出具文件的相关部门对其负责。

Visa Cancellation

1. Prepared the documentation for visa conversion

Documents required to be prepared and submitted to the Office of International Affairs for the purpose of requesting a **visa cancellation** for international students are as follows:

1.1 A memo requesting for a visa cancellation from the faculty stating the following information:

1.1.1 Student's personal information

1.1.2 Education record

1.1.3 Certificate of student status

1.1.4 Details on student visa requirements

1.2 A copy of the passport's bio-data page (one copy) showing a clear image and complete information.

1.3 A copy of the visa page (one copy) showing clear and complete information.

1.4 The reason for the visa's cancellation

1.4.1 Graduated - Seek to return to their country of residence (If a flight ticket has already been booked, please provide the return date in the Memorandum.)

1.4.2 Graduated - Desire to enroll in a master's program at a different academic institution

1.4.3 Ungraduated

1.4.4 Other (please specified)

1.5 Informed date of visa cancellation

Note:

1. In the case that the faculty/program retires of students, the list must be sent to the International Affairs Office to cancel the visa according to the above procedures.

2. The Office of International Affairs references information based on documents and data from the relevant departments. Therefore, please ensure the accuracy of the information before submitting the documents to the student. If the Immigration Department finds any mistakes, the department that issued the documents must be responsible for the information issued by the department.

签证注销申请

1. 信息与文件的准备

学生需准备重要文件和信息，提交至国际交流处以申请签证注销，具体如下：

1.1 由学院/课程出具的**签证文件申请协助函**，并按照表格完整填写以下信息：

1.1.1 学生个人信息

1.1.2 教育信息

1.1.3 学生身份信息

1.1.4 签证信息

1.2 护照首页复印件**1**份（照片及信息需清晰）

1.3 签证页面复印件**1**份（照片及信息需清晰）

1.4 签证注销原因

1.4.1 已完成学业 – 计划回国（如已订购机票，请在附加文件中注明回国日期）

1.4.2 已完成学业 – 计划到其他院校攻读硕士学位

1.4.3 未完成学业

1.4.4 其他，请注明

1.5 学生拟申请注销签证的日期

备注：

1. 如学院/课程注销学生身份，需将学生名单提交至国际交流处，以按上述流程注销签证。

2. 国际交流处依据相关部门提供的文件和信息，因此请在将文件提交给学生前仔细核对其准确性。如移民局审核过程中发现任何错误，由出具文件的相关部门对其负责。

The documents required for visa is managed and issued by the Office of International Affairs

The visa processing documents issued by the Office of International Affairs for students are as follows:

1. The police clearance
2. Admission notification
3. The letter to the embassy where the student applies the visa (The name and address of the embassy may be different by individual.)
4. Notification of residence for foreigners - TM. 30 (Only for MOU Chinese and Myanmar students)
5. Letter requesting an extension in student visa ED type or Letter requesting a change in student visa TR type to ED type for international students
6. Student registration application form for the students who have not yet started their semester and have not registered for that semester
7. Certification letter (The registration department will be responsible for the operation, while the Office of International Affairs will coordinate it.)
8. Cumulative grade report (The registration department will be responsible for the operation, while the Office of International Affairs will coordinate it.)
9. University documents

Note :

1. The Office of International Affairs will issue visa documents **within 7 days** (excluding Saturday to Sunday and public holidays) after receiving the students' complete documents.
2. Students can receive documents at the Office of International Affairs, building 1, 2nd Floor, Saphan Mai Campus, telephone number 262
3. This document is for visa application purposes only and cannot be used for opening a bank account or any other purpose under any circumstances.

由国际交流处负责管理和签发的签证相关文件

国际交流处为学生办理签证事务可出具以下文件：

1. 犯罪记录证明文件
2. 大学录取通知书
3. **致大使馆的信函**（根据学生要求，信函中的国家名称和使馆地址可能因人而异）
4. 住宿证明文件（TM.30）（仅适用于中国及通过 MOU 入学的缅甸学生）
5. **签证延期信函**（适用于国际学生的 ED 类学生签证）或**签证类别转换信函**（适用于将 TR 类签证转换为 ED 类签证的国际学生）
6. **注册证明文件**（适用于未开学且未注册学期课程的学生，此文件由注册办公室负责出具，国际交流处负责协调）
7. **学生证明文件**（此文件由注册办公室负责出具，国际交流处负责协调）
8. **成绩单**（此文件由注册办公室负责出具，国际交流处负责协调）
9. 大学校长任命批准书、授权书及曼谷北方大学成立许可文件

备注：

1. 国际交流处将在收到学生完整文件后 **7 天内** 出具签证文件（不包括周六、周日及法定节假日）。
2. 学生可前往国际交流处领取文件，地点：**1 楼 2 层，撒攀迈校区**，联系电话：**262**。
3. 此文件仅用于签证申请，学生不得将其用于开立银行账户或其他目的。