

# Guide to Visa processing



## MU Visa Services

### 1. Visa Extension

Please contact us before your visa expiry date around **1 month in advance** and prepare documents as followings:

1. Recent one photograph 4x 6 cm. or 2"
2. Copies of your passport (first visa, latest visa, first arrival stamp, latest arrival stamp and passport extension (in case you extend your passport))
3. Copies of your tuition fee receipt
4. Please fill-up form and glue your photograph (from no.1) to your application form.  
- T.M.7 form for Visa Extension
5. Please ask your house-master, owner or possess or residence to fill-up and sign in T.M. 30 form both 2 pages and enclosed with:
  - 5.1 A copy of identification card of your dormitory/residence owner/manager with signature
  - 5.2 A copy of house registration your dormitory/residence owner/manager with signature
6. Application fee is **1,900 baht** per year

**Note:** If you do after the due date you must be pay for the fine **500 THB per day**.

### Stay Permit Cancellation

Please note that extension of Stay Permit is liable to termination by the Bureau of Thailand Immigration for Students under the following categories:

1. Students who are irregular in attendance; or
2. Students who are on probation; or
3. Students whose academic records are unsatisfactory including frequent withdrawals.
4. Students who are retired or
5. Students who graduated.

### 2. Re-entry Permit

In case you would like to go abroad, please apply for a Re-Entry Permit for keeping your stay permit.

1. TM.8 form for Re-entry Permit  
<http://www.grad.mahidol.ac.th/grad/academicinfo/forms/TM8.pdf>
2. Recent one photograph 4x 6 cm. or 2"
3. Copies of your passport (first visa, latest visa, first arrival stamp, latest arrival stamp and passport extension (in case you extend your passport))
4. Application fee is 1,000 baht for single permit and 3,800 baht for multiple permit.

### 3. 90 Days Report

Please send your passport to our office before your due date 15 days in advance and enclosed with the completed TM 47 form for Staying Longer than 90 days.

<http://www.grad.mahidol.ac.th/grad/academicinfo/forms/TM47.pdf>

**Note:** If you do the 90 day report after the due date you must be pay for the fine **2,000 THB**.