

STUDENT VISA KIT

Student Visa Journey, Visa Extension, Visa Cancellation, ED Plus Visa, FAQ, Essential Forms and Sample Memo



STUDENT VISA JOURNEY

Read More



HOW TO REGISTER

In the KMUTT Student Visa System



HOW TO SUBMIT

Your Request



VISA EXTENSION

How to submit request



VISA CANCELLATION

How to submit request



STUDENT VISA FAQ

Read More



STUDENT VISA JOURNEY

Current Student

New student arrive Thailand

Receive the Entry Stamp

Entry stamp validity "Non-ED" on your passport should be checked upon arrival at the airport, ensuring it is valid for 90 days

Residence Notification (TM.30)

House owners must notify foreign students' residence within 24 hours of arrival.

**Notify every time you change residence.*

Semester Begins

Visa Extension

Apply 1–2 months before visa expires at <https://studentvisa.kmutt.ac.th>

⚠ Some nationalities must apply 2 months before

Read More: <https://kmutt.me/stdvisakit>

**HOW TO SUBMIT
STAY PERMIT EXTENSION**



Apply for visa extension

Bring your extension letter to apply for visa extension

All students must submit a request for visa extension 1-2 months in advance, continuing until they graduate.

DOWNLOAD STUDENT VISA KIT
<https://kmutt.me/stdvisakit>



Graduation/Resignation/ Termination Student

Upon ending your student status

You must cancel your visa within 7–14 days after your status ends (based on transcript date, not council date).

Contact your department

Notification to/by the department is necessary to issue the visa cancellation memo.

Visa Cancellation

Submit your request at our website

<https://studentvisa.kmutt.ac.th>

**HOW TO SUBMIT
VISA CANCELLATION**



Apply for visa cancellation

Bring the letter to Immigration Bureau for visa cancellation.

Students should complete this independently without contacting IA.

90 Days Notification

Students staying over 90 days must report residence to Immigration Office every 90 days.

Read More: <https://kmutt.me/stdvisakit>

RE-ENTRY PERMIT

If you have an extension of stay but would like to travel outside Thailand for a short period then you will need to apply for a Re-Entry permit.

VISA EXTENSION

for KMUTT International Students (Full-time Students)

SUBMIT YOUR REQUEST <https://studentvisa.kmutt.ac.th>

ATTENTION



Submit your request 45 days before your visa expires.

(2 months in advance if a Police Clearance Certificate is required.)

1

PREPARE DOCUMENTS

- Copy of Passport Information Page (Your passport info page)
- Copy of Visa Page (Visa sticker in your passport, or e-Visa document)
- Arrival Stamped Page Copy (Your entry stamp)
- Copy of Departure Card (Please provide your TDAC, if any)
- Student ID Card Copy
- Original Transcript (E-transcripts are accepted. Freshmen do not need to submit one)
- Extension Memo from department/advisor (In case you are unable to graduate as planned)

2

SUBMIT REQUEST ONLINE & TRACK

- Go to <https://studentvisa.kmutt.ac.th>
- Login with your **KMUTT Student ID** (same account as NewACIS system).
- Click "New Request" → choose Purpose of Contact: "**Stay Permit Extension**"
- Fill in form & upload documents → Submit Request

Track your request:

You will get notifications via KMUTT email & Line OA at every step

Important:

When documents are ready, choose pickup option in the system. Without choosing, you cannot collect your documents

3

COLLECT DOCUMENTS

Go to IA Office, show QR code, receive documents

VISA CANCELLATION

for KMUTT International Students (Full-time Students)

SUBMIT YOUR REQUEST <https://studentvisa.kmutt.ac.th>

ATTENTION



Students who graduate/resign/terminated **must cancel their visa at IA within 7-14 days.**

1

PREPARE DOCUMENTS

- Copy of Passport Information Page (Your passport info page)
- Copy of Visa Page (Visa sticker in your passport, or e-Visa document)
- Arrival Stamped Page Copy (Your entry stamp)
- Copy of Departure Card (Please provide your TDAC, if any.)
- Student ID Card Copy
- Original Transcript (E-transcripts are accepted. Freshmen do not need to submit one)
- Cancellation Memo from the department/advisor

2

SUBMIT REQUEST ONLINE & TRACK

- Go to <https://studentvisa.kmutt.ac.th>
- Login with your **KMUTT Student ID** (same account as NewACIS system).
- Click "New Request" → choose Purpose of Contact: "Visa Cancellation"
- Fill in form & upload documents → Submit Request

Track your request:

You will get notifications via KMUTT email & Line OA at every step

Important:

When documents are ready, choose pickup option in the system. Without choosing, you cannot collect your documents

3

COLLECT DOCUMENTS

Go to IA Office, show QR code, receive documents

STUDENT VISA FAQ (1/3)

for KMUTT International Students (Full-time Students)

1

What is a Thai student visa?

วีชานักเรียนไทยคืออะไร?

A Thai student visa, officially known as a Non-Immigrant Education Visa (ED), allows foreign students to enter and stay in Thailand for the purpose of studying at an accredited educational institution. According to the Thai Immigration Law, individuals holding an ED Visa are not permitted to work in Thailand

วีชานักเรียนไทย หรือที่รู้จักอย่างเป็นทางการว่า Non-Immigrant Education Visa (ED) อนุญาตให้นักศึกษาต่างชาติเข้าประเทศไทยและพำนักอยู่เพื่อการศึกษาในสถาบันการศึกษาที่ได้รับการรับรอง โดยวีซ่า ประเภท Non-Immigrant "ED" และ "ED PLUS" นั้น นักศึกษาไม่สามารถทำงานประจำ หรือ Part time ได้ เนื่องจากเป็นเงื่อนไขของวีซ่าเพื่อการศึกษา

2

What do i need to do before I graduate?

ฉันต้องทำอะไรบ้างก่อนที่ฉันจะสำเร็จการศึกษา?

Foreign students who are going to graduate are required to cancel the student visa before leaving country and must obtain supporting letters from IA to cancel the visa.

นักเรียนต่างชาติที่กำลังจะสำเร็จการศึกษาจะต้องยกเลิกวีชานักศึกษาก่อนออกจากประเทศ และต้องได้รับเอกสารจาก IA เพื่อใช้ยกเลิกวีชานักเรียน

3

How can I apply for a visa extension?

ฉันจะยื่นขอต่ออายุวีซ่าได้อย่างไร?

Please submit the documents to the International Affairs (IA) office **at least one month before your visa expires.** For students with nationalities listed below, please submit up to two months in advance as your nationality requires a Police Clearance Certificate.

กรุณาส่งเอกสารให้สำนักงานกิจการต่างประเทศ(IA) ล่วงหน้าอย่างน้อย 1 เดือน ก่อนวันวีซ่าหมดอายุ และ สูงสุด 2 เดือน สำหรับนักเรียนที่มีสัญชาติตามรายชื่อด้านล่าง เนื่องจากสัญชาติของพวกเขาต้องขอใบรับรองประวัติอาชญากรรม

Angola	Central African Republic	Eritrea	Lesotho	Niger	South Africa
Benin	Chad	Ethiopia	Liberia	Nigeria	South Sudan
Botswana	Comoros	Gabon	Madagascar	Rwanda	Sudan
Burkina Faso	Congo	Gambia	Malawi	Sao Tome and Principe	Swaziland
Burundi	Congo DRC	Ghana	Mali	Senegal	Tanzania
Cabo Verde	Cote d'Ivoire	Guinea	Mauritius	Seychelles	Togo
Cameroon	Djibouti	Guinea Bissau	Mozambique	Sierra Leone	Uganda
Central African Republic	Equatorial Guinea	Kenya	Namibia	Somalia	Zambia
					Zimbabwe

How to submit stay permit extension วิธีการยื่นต่ออายุวีซ่า →

4

How can I apply for visa cancellation after I graduating/resigning/terminated?

ฉันจะยื่นขอยกเลิกวีซ่าหลังจาก เรียนจบ/ลาออก/ตกรอก ได้อย่างไร?

Foreign students who are graduating, resigning, or have been terminated must cancel their student visas within 7-14 days and obtain a cancellation letter from the IA. Failure to do so will result in a fine of 500 Baht per day from the Immigration Office.

How to submit visa cancellation วิธีการยื่นยกเลิกวีซ่า →

STUDENT VISA FAQ (2/3)

for KMUTT International Students (Full-time Students)

5

How can I complete the 90-day reporting?

ฉันจะรายงานตัวทุก 90 วันได้อย่างไร?

Foreign students who stay in Thailand for 90 days without leaving the country are required to report their address at the Immigration Office.

Report in person กรณียื่นด้วยตนเอง	Report by registered mail กรณีแจ้งทางไปรษณีย์ลงทะเบียน
<p>Documents required:</p> <ol style="list-style-type: none"> (1) Original passport (2) Previous notifications of staying over 90 days (if any) (3) Completely filled in and signed notification form TM. 47 (Do not forget to sign your name) <p>How to do the 90 days notification: Report in person at the Immigration office with <u>original passport</u>.</p> <p>Accommodation notification work Government Center Commemorating His Majesty the King's 80th Birthday Anniversary, 5 December 2007, Building B (2nd floor, south side), Chaengwattana Road, Thung Song Hong Subdistrict, Lak Si District, Bangkok</p>	<p>Documents required:</p> <ol style="list-style-type: none"> (1) Photocopy of passport pages with following pages <ul style="list-style-type: none"> • Front page showing name / surname / Passport Number • Current visa • Last entry stamp of immigration • Last extension of visa (2) Previous notifications of staying over 90 days (if any) (3) Completely filled in and signed notification form TM. 47 (Do not forget to sign your name) <p>How to do the 90 days notification:</p> <ol style="list-style-type: none"> (1) Envelope with 10 Baht stamp affixed and return address of foreigner for the officer in charge to send back the lower part of form TM. 47 after having received the notification. This part must be kept for reference and for future notifications of staying over 90 days. (2) Documents must be sent by registered mail and the receipt of the registration kept by the foreigner. (3) Send the mail <u>before the renewal date 15 days</u> to <p>90 Days Report Section Immigration Division 1 , Immigration Bureau, Chalermprakit Government Complex B Building 120 Moo 3 , Chaengwattana Rd., Soi 7, Toongsonghong, Laksi, Bangkok. 10210</p>

Read more ([Click](#)) 

ข้อมูลฉบับภาษาไทย ([คลิก](#)) 

STUDENT VISA FAQ (3/3)

for KMUTT International Students (Full-time Students)

6

Where can I apply for the Re-Entry Permit?

ฉันสามารถสมัคร Re-Entry ได้ที่ไหน

You can apply for Re-Entry Permit at these following places:

- (1) At the Immigration Division 1, Government Complex, Chaengwattana Road, Bangkok.
- (2) At Immigration checkpoint in Don Mueang International Airport, Suvarnabhumi Airport and all international airport in Thailand.

Please bring along with you these documents:

- (1) Application form (TM.8).
- (2) One of passport photo size 4 x 6 cm.
- (3) Original Passport and its copy includes first page of passport, visa page and latest immigration stamp.

นักศึกษาสามารถยื่นขอ Re-Entry Permit ได้ที่สถานที่ต่อไปนี้:

- (1) ณ กองตรวจคนเข้าเมือง 1 ศูนย์ราชการ ถนนแจ้งวัฒนะ กรุงเทพมหานคร
- (2) ณ ด่านตรวจคนเข้าเมืองท่าอากาศยานดอนเมือง ท่าอากาศยานสุวรรณภูมิและสนามบินนานาชาติทุกแห่งในประเทศไทย

เอกสารที่ต้องใช้:

- (1) แบบฟอร์มคำขอ (ตม.8)
- (2) รูปถ่ายติดหนังสือเดินทางขนาด 4 x 6 ซม. จำนวน 1 รูป
- (3) หนังสือเดินทางตัวจริงและสำเนาประกอบด้วย หน้าแรกของหนังสือเดินทาง หน้าวีซ่า และหน้าแสตมป์ตรวจคนเข้าเมือง

7

How much do I have to pay if I overstay?

ฉันต้องทำจ่ายค่าปรับเท่าไร? หากอยู่เกินกำหนด

The minimum fine for overstaying is 500 Baht per day, starting from the date your visa expires or from your graduation/resignation/termination date on your transcript. The maximum fine is 20,000 Baht for overstays of 40 days or more.

ค่าปรับขั้นต่ำสำหรับการอยู่เกินกำหนดคือ 500 บาท/วัน นับจากวันที่วีซ่าหมดอายุ หรือนับจากวันที่ สำเร็จการศึกษา/ลาออก/สิ้นสุดการเรียน ในปีรับรองผลการเรียน ปรับสูงสุด 20,000 บาท สำหรับการอยู่เกิน 40 วันขึ้นไป

8

In case I want to travel outside of Bangkok, what should I do ?

กรณีต้องการเดินทางออกนอกกรุงเทพ ต้องทำอะไร ?

You are required to notify your current residential status to the local police within 48 hours when travel outside Bangkok for more than 24 hours.

คุณจะต้องแจ้งสถานะที่อยู่อาศัยปัจจุบันของคุณต่อตำรวจท้องที่ภายใน 48 ชั่วโมง เมื่อเดินทางออกนอกกรุงเทพ เกิน 24 ชม.

9

Can I change a tourist visa to student visa?

สามารถขอเปลี่ยนประเภทวีซ่าจากวีซ่าท่องเที่ยวเป็นวีซ่านักศึกษาได้หรือไม่

The university doesn't have a policy to change visa type Tourist visa to Non-EDu students must apply for a student visa at the Royal Thai embassy in their home country.

มหาวิทยาลัยไม่มีนโยบายเปลี่ยนวีซ่าท่องเที่ยวเป็นวีซ่านักศึกษา นักศึกษาต้องเดินทางกลับประเทศเพื่อขอวีซ่าที่สถานทูตไทย



สำนักงานกิจการต่างประเทศ
International Affairs Office (IA)

**STUDENT
VISA KIT**

HOW TO REGISTER IN THE KMUTT STUDENT VISA SYSTEM

ATTACHMENT

INTERNATIONAL AFFAIRS OFFICE (IA)

E-mail: studentvisa@kmutt.ac.th

INTER.KMUTT.AC.TH



Kmutt Internationalization

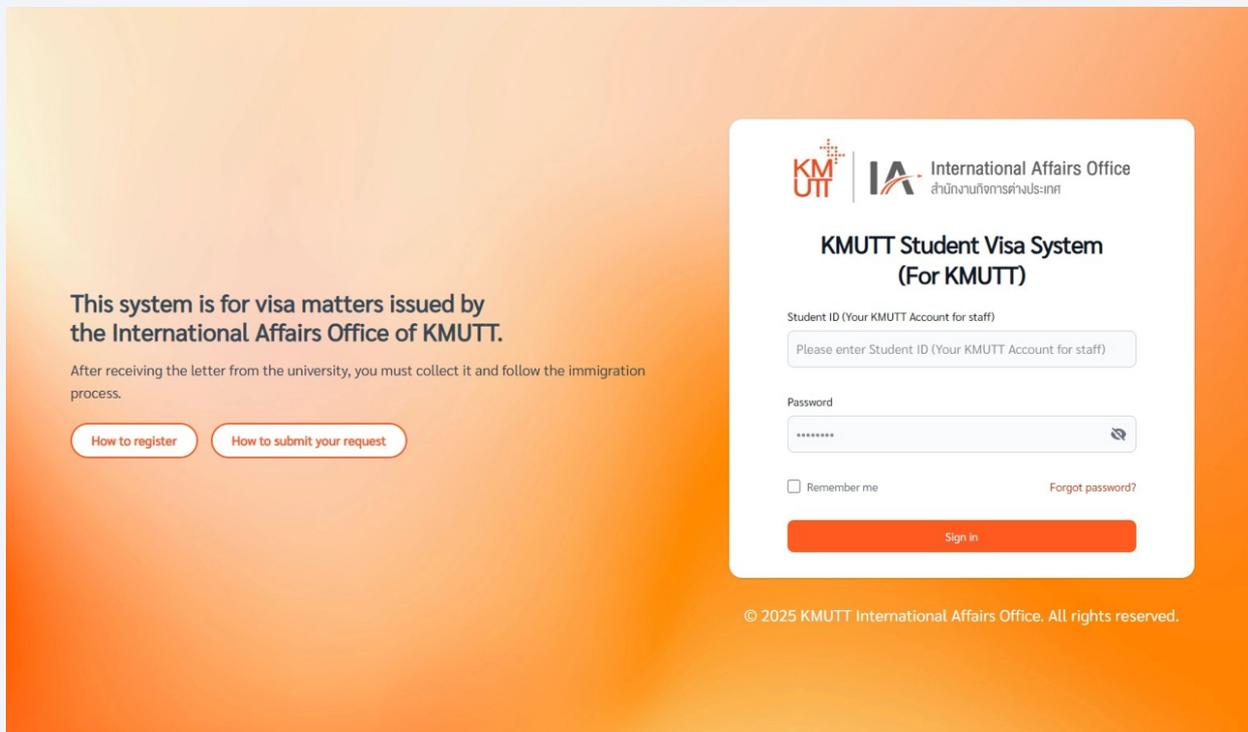
How to Register in the KMUTT Student Visa System

This step guides you through the registration process in the KMUTT Student Visa System. You will log in with your KMUTT account, check your personal information, connect LINE (optional), enter your passport and visa details, upload required documents, and access the main system page.

1

This step guides you through the registration process in the KMUTT Student Visa System. You will log in with your KMUTT account, check your personal information, connect LINE (optional), enter your passport and visa details, upload required documents, and access the main system page.

Go to our website <https://studentvisa.kmutt.ac.th>



2

Enter your **Username** (Student ID) and **Password** (your KMUTT account), then click **Sign in**.

The screenshot shows the login interface for the KMUTT Student Visa System. At the top, there are logos for KMUTT and the International Affairs Office (สำนักงานกิจการต่างประเทศ). The title is "KMUTT Student Visa System (For KMUTT)". Below the title, there are two input fields: "Student ID (Your KMUTT Account for staff)" and "Password". The Student ID field contains the placeholder text "Please enter Student ID (Your KMUTT Account for staff)". The Password field contains a masked password "*****" and a toggle icon. Below the password field, there is a checkbox for "Remember me" and a link for "Forgot password?". At the bottom, there is a red "Sign in" button. The footer contains the copyright notice: "© 2025 KMUTT International Affairs Office. All rights reserved."

3

You will see your **Personal Information** on the screen.

The screenshot shows the "Personal Information" page. It starts with a greeting "Hello," and a welcome message: "Welcome to our International Affair, KMUTT Visa System". Below this, there is a progress indicator with three steps: "Step 1 Personal Information" (highlighted in blue), "Step 2 Link with LINE", and "Step 3 Passport Information". The main content area is titled "Please follow these steps to get started : 1) Personal Information Please review your personal information below." and contains a form with the following fields:

- Personal Information**
- Student ID**: Input field with value "6".
- Name**: Input field with value "Ri".
- Middle Name**: Input field with value "Middle Name".
- Nationality**: Input field with value "CAMBODIAN".
- Academic duration**: Fields for "From" and "To".
- Level of study**: Input field with value "Please select your level".
- Faculty/School**: Input field with value "Faculty/School".
- Field of Study**: Input field with value "Field of Study".

4

Please **check your information carefully.**

If anything is incorrect, contact the **Registrar's Office** to update it **before** submitting your request.

Please follow these steps to get started :

1) Personal Information

Please review your personal information below.

Personal Information

Student ID	Name		
<input type="text" value="67300800401"/>	<input type="text" value="Student"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Test 7"/>
Nationality			
<input type="text" value="CAMBODIAN"/>			
Academic duration		Level of study	
From	To	Please select your level	
<input type="text" value="07/2024"/>	<input type="text" value="MM/YYYY"/>	<input type="text" value="Doctoral"/>	
Faculty/School		Field of Study	
<input type="text" value="The Joint Graduate School of Energy and Environment"/>		<input type="text" value="Sustainable Energy Systems"/>	
Email		Phone Number	
<input type="text" value="test7@mail.com"/>		<input type="text" value="0999876543"/>	

By selecting this option, you confirm that all provided information is accurate and complete. If any details are incorrect, please contact the [Registrar's Office](#) to update them before using the service.

Contact the Registrar's Office to correct any information

5

If all information is correct, select **"Check"** to confirm.

Please follow these steps to get started :

1) Personal Information

Please review your personal information below.

Personal Information

Student ID	Name		
<input type="text" value="67300800401"/>	<input type="text" value="Student"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Test 7"/>
Nationality			
<input type="text" value="CAMBODIAN"/>			
Academic duration		Level of study	
From	To	Please select your level	
<input type="text" value="07/2024"/>	<input type="text" value="MM/YYYY"/>	<input type="text" value="Doctoral"/>	
Faculty/School		Field of Study	
<input type="text" value="The Joint Graduate School of Energy and Environment"/>		<input type="text" value="Sustainable Energy Systems"/>	
Email		Phone Number	
<input type="text" value="test7@mail.com"/>		<input type="text" value="0999876543"/>	

By selecting this option, you confirm that all provided information is accurate and complete. If any details are incorrect, please contact the [Registrar's Office](#) to update them before using the service.

Contact the Registrar's Office to correct any information

6

To receive notifications via **LINE**, click "**Add Friend**" to connect with our LINE Official Account.

If you **do not** want to connect LINE notifications, click "**Skip to next step**".

Hello,

Welcome to our International Affair, KMUTT Visa System 🇹🇭

To get started, please review your information below. We recommend linking your account with LINE to receive the fastest notifications about your documents.



Step 1

Personal Information



Step 2

Link with LINE

2) Link with LINE

We recommend linking your account to LINE to receive the fastest notifications about your documents.



Skip to next step >>



7 If you click "**Add Friend**", don't forget to allow permission for the service.

And click "**Allow**" to complete the connection.

IA
INTER KMUTT
Provider: ia-visa
INTER King Mongkut's University of Technology Thonburi

Country or region: Thailand

Grant the following permissions to this service.

Main profile info (Required) ^

Your internal identifier (Required) ^

Important

1. Make sure that you downloaded this app from ia-visa. This app's provider is not liable for any damages caused by using unofficial

8 After connect Line notifications, the screen will show the **Passport Information** section.

You must **fill in all fields**. The system uses this information to calculate your visa expiry notification.

Hello,
Welcome to our International Affair, KMUTT Visa System 🇹🇭

To get started, please review your information below. We recommend linking your account with LINE to receive the fastest notifications about your documents.

Step 1 Personal Information | **Step 2** Link with LINE | **Step 3** Passport Information

3) Passport Information

Passport and VISA Information

Passport Number:

Passport Expiry Date:

Visa Expiry Date:

Upload Passport Information Page:

Upload Visa Stamped Pages:

9 Enter your **Passport Number**.

Passport and VISA Information

Passport Number

xxxxxxxxxx

Passport Expiry Date

dd/mm/yyyy

Upload Passport Information Page

No file selected

Upload File

10 Enter your **Passport Expiry Date** and **Visa Expiry Date**.

Step 2

Link with LINE

Step 3

Passport Information

Passport Expiry Date

dd/mm/yyyy

Visa Expiry Date

dd/mm/yyyy

Upload Visa Stamped Pages

Choose file No file chosen

11 Upload **two documents** (PDF or JPEG): Passport Information Page and Visa Stamped Page.

Passport and VISA Information

Passport Number: Passport Expiry Date: Visa Expiry Date:

Upload Passport Information Page:

Upload Visa Stamped Pages:

Preview Image (Passport Information Page)

Preview Image (Visa Stamped Pages)

By selecting this option, you confirm that all the provided information is accurate and complete.

12 After uploading both documents, click "**Check**" to confirm all information.

Passport and VISA Information

Passport Number: Passport Expiry Date: Visa Expiry Date:

Upload Passport Information Page:

Upload Visa Stamped Pages:

Preview Image (Passport Information Page)

Preview Image (Visa Stamped Pages)

By selecting this option, you confirm that all the provided information is accurate and complete.

[Skip to next step >>](#)

13 Click "Confirm"

Passport and VISA Information

Passport Number Passport Expiry Date Visa Expiry Date

Upload Passport Information Page Upload Visa Stamped Pages

By selecting this option, you confirm that all the provided information is accurate and complete.

[Skip to next step >>](#)

14

You will now enter the **main page** of the system. This means you have successfully registered.

KMUTT Visa System | International Affairs Office | [#InternationalAffairs](#)

Welcome, Student

Your Information Passport Information Not Provided

Student ID Normal Name

Advisor Name Field of Study, Faculty

System Status Have the moderate demand of request Time for processing your request if you submit today **10 - 15 working days**

List Search Request + New Request

Document ID	Document Name	Submission Date	Last Updated	Status	Action
No submissions found. You haven't submitted any requests yet.					

15

On the main page, you will see the status of your request.

This also shows how many requests are in the system during this period. There are three status levels, based on the current demand:

- ■ **Red** – High demand
- ■ **Yellow** – Moderate demand
- ■ **Green** – Low demand

Thank you for watching, and we hope you have a smooth experience using the system!

If you have any questions or need further assistance, feel free to contact our team.

The screenshot shows the KMUTT Visa System interface. At the top, it says "Welcome, Student". Below that is a "Your Information" section with fields for Student ID, Name, Advisor Name, and Field of Study, Faculty. A blue arrow points from the "Normal" button in the Student ID field down to the system status box. The system status box is yellow and contains the text: "System Status: Have the moderate demand of request" and "Time for processing your request if you submit today: 10 - 15 working days". Below the status box is a "List" section with a search bar and a "+ New Request" button. At the bottom, there is a table header with columns: Document ID, Document Name, Submission Date, Last Updated, Status, and Action. Below the header, it says "No submissions found. You haven't submitted any requests yet."



HOW TO SUBMIT YOUR REQUEST IN THE KMUTT STUDENT VISA SYSTEM

ATTACHMENT



How to Submit Your Request in the KMUTT Student Visa System

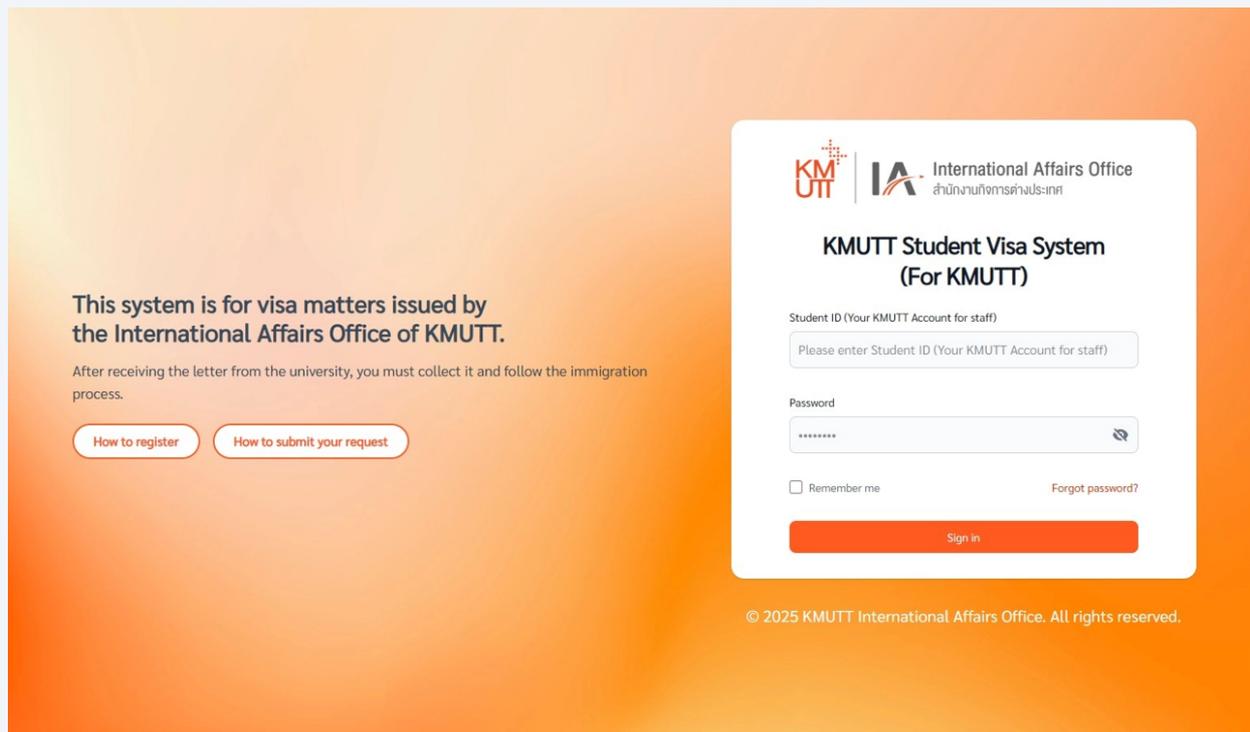
You can submit your visa extension or re-entry request up to 30 days before your visa expires. This step will guide you through providing your contact details, advisor name, passport and visa information, and uploading the required documents. If you are not ready to submit, you can create a draft version and complete it later.

1

How to Submit Your Request in the KMUTT Student Visa System

You can submit your visa extension or visa cancellation **60-45 days before your visa expires**. This step will guide you through providing your contact details, advisor name, passport and visa information, and uploading the required documents. If you are not ready to submit, you can create a **draft version** and complete it later.

Go to <https://studentvisa.kmutt.ac.th> and log in with your KMUTT account.



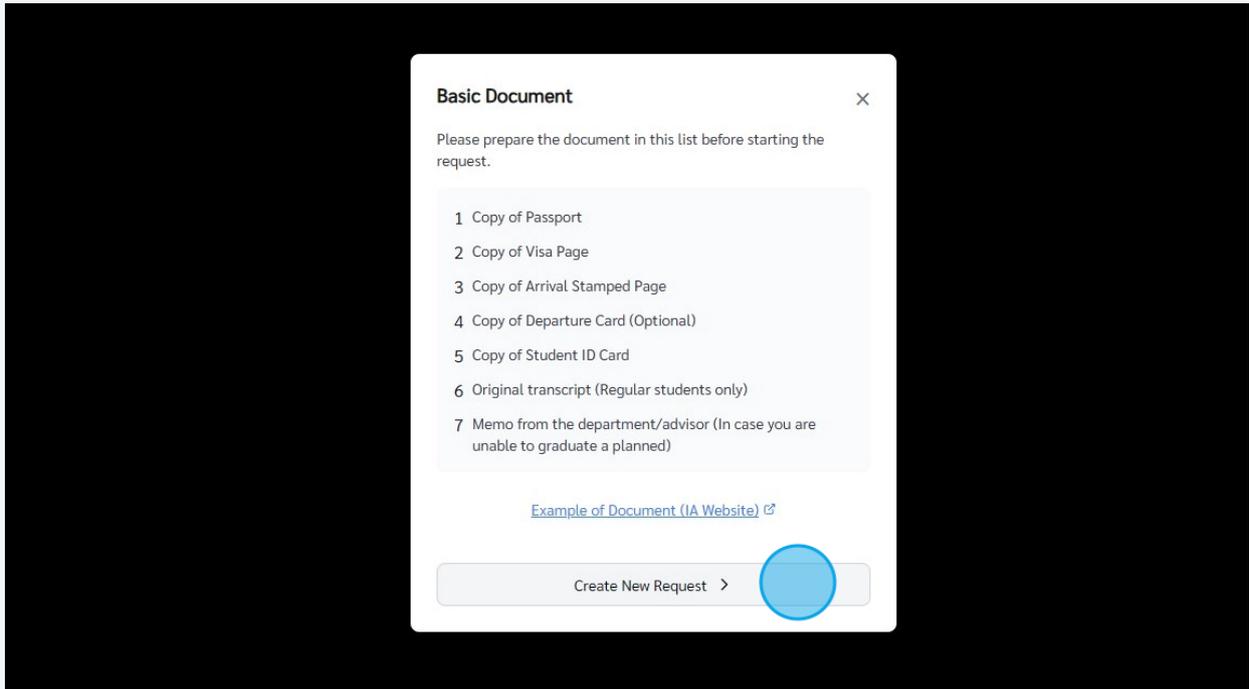
2 Click "+ New Request"

The screenshot shows the KMUTT Visa System dashboard. At the top, it says "Welcome, Student". Below that, there's a "Your Information" section with fields for Student ID (68540470002), Name (Student Test 4), Advisor Name (undefined), and Field of Study, Faculty (Civil Engineering, Faculty of Engineering). A "Passport Information" button is marked "Not Provided". A "System Status" section indicates a "moderate demand of request" with a "10 - 15 working days" processing time. At the bottom, there's a "List" section with a table header: Document ID, Document Name, Submission Date, Last Updated, Status, and Action. The table is currently empty, with the message "No submissions found. You haven't submitted any requests yet." A blue box and arrow highlight the "+ New Request" button in the top right of the list section.

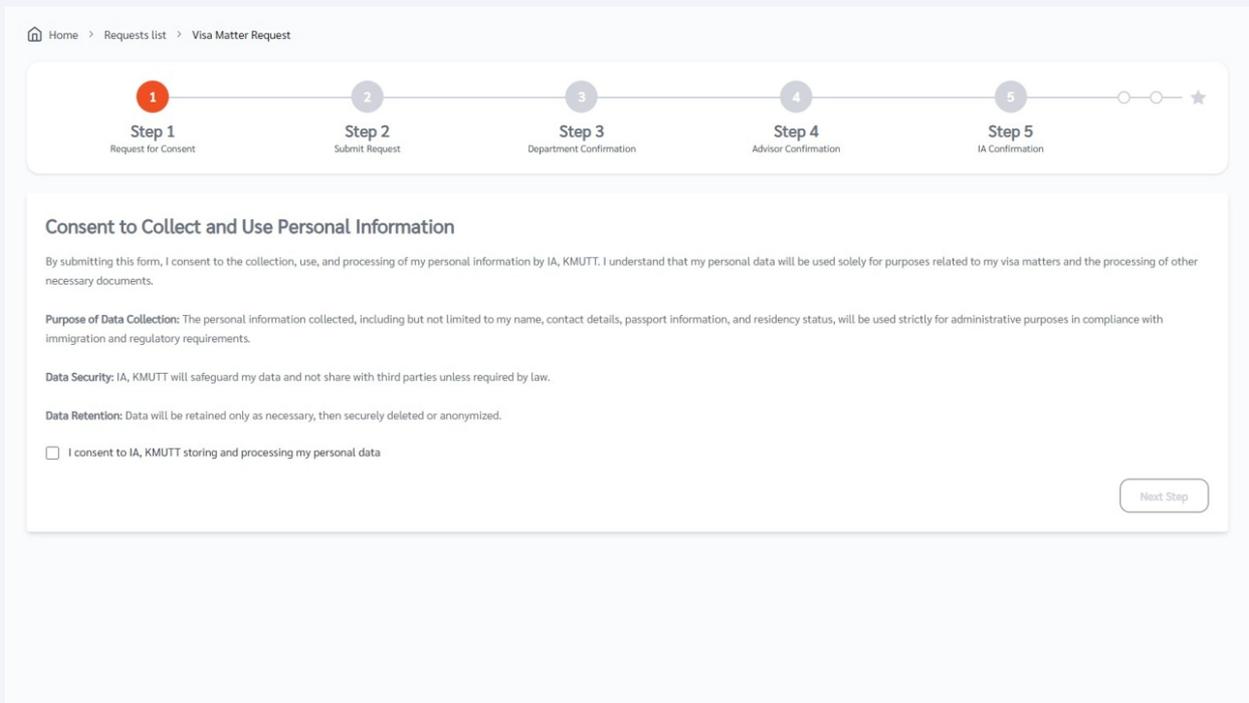
3 Read the list of **required documents** to prepare.

The screenshot shows a "Basic Document" modal window. It contains the following text: "Please prepare the document in this list before starting the request." Below this is a list of seven items: 1 Copy of Passport, 2 Copy of Visa Page, 3 Copy of Arrival Stamped Page, 4 Copy of Departure Card (Optional), 5 Copy of Student ID Card, 6 Original transcript (Regular students only), and 7 Memo from the department/advisor (In case you are unable to graduate a planned). At the bottom of the modal, there is a link "Example of Document (IA Website)" and a button "Create New Request" with a right-pointing arrow.

4 Click "Create New Request" to begin.



5 Please read the statement carefully, then check the box to give your consent.



6

Check the box: **"I consent to IA, KMUTT storing and processing my personal data"**.

Home > Requests list > Visa Matter Request



Consent to Collect and Use Personal Information

By submitting this form, I consent to the collection, use, and processing of my personal information by IA, KMUTT. I understand that my personal data will be used solely for purposes related to my visa matters and the processing of other necessary documents.

Purpose of Data Collection: The personal information collected, including but not limited to my name, contact details, passport information, and residency status, will be used strictly for administrative purposes in compliance with immigration and regulatory requirements.

Data Security: IA, KMUTT will safeguard my data and not share with third parties unless required by law.

Data Retention: Data will be retained only as necessary, then securely deleted or anonymized.

I consent to IA, KMUTT storing and processing my personal data

Next Step

7

Click "Next Step"

Home > Requests list > Visa Matter Request



Consent to Collect and Use Personal Information

By submitting this form, I consent to the collection, use, and processing of my personal information by IA, KMUTT. I understand that my personal data will be used solely for purposes related to my visa matters and the processing of other necessary documents.

Purpose of Data Collection: The personal information collected, including but not limited to my name, contact details, passport information, and residency status, will be used strictly for administrative purposes in compliance with immigration and regulatory requirements.

Data Security: IA, KMUTT will safeguard my data and not share with third parties unless required by law.

Data Retention: Data will be retained only as necessary, then securely deleted or anonymized.

I consent to IA, KMUTT storing and processing my personal data

Next Step

8

In the "**Purpose of Contact**" section, select the purpose of your request.

Stay Permit Extension – Request to extend your current student visa.

Visa Cancellation – Cancel your current student visa.

Visa Supporting Letter – For applying at Thai embassy outside Thailand.

ED Plus (For Graduated Students) – Apply for the 1-year visa after graduation.

Other – Any other visa-related request not listed above.

Home > Requests list > Visa Matter Request

1 Step 1 Request for Consent

2 Step 2 Submit Request

3 Step 3 Department Confirmation

4 Step 4 Advisor Confirmation

5 Step 5 IA Confirmation

Personal Information

Student ID 68540470002 Normal	Name Student Test 4
Academic Duration FROM 06/2025 TO -	Field of Study, Faculty Civil Engineering, Faculty of Engineering

Purpose of Contact

- Stay Permit Extension
- Visa Cancellation
- Visa Supporting Letter
- ED Plus (For Graduated Students)
- Other

Advisor Name

Search advisor by name or advisor code...

I am not sure who is my advisor

KMUTT Scholarship (if any)

Search scholarship by hours or credits...

9 In the "**Advisor Name**" section, select your academic advisor.

Purpose of Contact

- Stay Permit Extension
- Visa Cancellation
- Visa Supporting Letter
- ED Plus (For Graduated Students)
- Other

Advisor Name

I am not sure who is my advisor

KMUTT Scholarship (if any)

Passport Information

Passport Number

Passport Expiry Date

10 If you **can't find your advisor's information**, please click 'I'm not sure who is my advisor'

- Stay Permit Extension
- Visa Cancellation
- Visa Supporting Letter
- ED Plus (For Graduated Students)
- Other

Advisor Name

I am not sure who is my advisor

KMUTT Scholarship (if any)

Passport Information

Passport Number

Passport Expiry Date

19xxxxxxx

dd/mm/yyyy

11

In the **"KMUTT Scholarship"** section, if you receive a scholarship, select the name of your scholarship.

ED Plus (For Graduated Students)

Other

Advisor Name



I am not sure who is my advisor

KMUTT Scholarship (if any)



Search scholarship by hours or credits...

1

19xxxxxxx

dd/mm/yyyy

Nationality



FRENCH

12

In the **"Passport Information"** section, please always update passport number.

I am not sure who is my advisor

KMUTT Scholarship (if any)



Passport Information

Passport Number

19xxxxxxx

Passport Expiry Date

dd/mm/yyyy

Nationality



Visa Validity Period

From (the original visa date)

dd/mm/yyyy

To (the date of extension c



dd/mm/yyyy

13 In the "**Nationality**" section, select your nationality.

Q

Passport Information

Passport Number Passport Expiry Date

Nationality

- THAI
- CHINESE
- VIETNAMESE
- AMERICAN
- MALAYSIAN
- LAOTIAN
- CAMBODIAN

Documents

1 Issue ×

Note: recommend file's size 1 - 5MB. You can resize a document file by [Resize Guideline](#)

14 In the "**Visa Validity Period**" section, enter your visa **start** and **end** dates.

From (the original visa date) → This is your current visa expiry date. It is auto-filled from your personal data.

To (the date of extension or cancellation) → This is your **new end date**. You can extend up to **1 year maximum**, or set the date of cancellation.

The screenshot shows a web form for visa application. At the top, there is a search bar. Below it, the form is divided into sections: "Passport Information", "Nationality", "Visa Validity Period", and "Contact Information".

- Passport Information:** Includes fields for "Passport Number" and "Passport Expiry Date".
- Nationality:** Includes a dropdown menu.
- Visa Validity Period:** This section is highlighted with a blue circle. It contains two date input fields: "From (the original visa date)" and "To (the date of extension or cancellation)". The "From" field is currently empty and has a blue circle around it. Both fields have a date format placeholder "dd/mm/yyyy".
- Contact Information:** Includes fields for "Mobile Number" and "E-mail Address".

At the bottom of the form, there is a red notification box that says "1 Issue" and a note: "Note: Recommend file's size 1 - 5MB. You can resize a document file by [Resize Guideline](#)".

15

In the **"Contact Information"** section, make sure to provide a valid **telephone number**

Visa Validity Period

From (the original visa date)

(06/07/2025)

To (the date of extension c

Contact Information

Mobile Number

E-mail Address

Upload Documents

Note: Recommend file's size 1 - 5MB. You can resize a document file by [Resize Guideline](#)

1. Copy of Passport * [?](#)

No file selected

N 1 Issue x

16

And **email address** so we can reach you.

(06/07/2025) To (the date of extension or cancellation)

E-mail Address

ment file by [Resize Guideline](#)

[Browse](#) [Upload File](#)

17

Copy of Arrival Stamp Page Copy of Visa Page In the "**Upload Documents**" section:

- Read each document title carefully.
- Upload the correct file for each section (PDF or JPEG).

Document Guidance Description:

1. Copy of Passport Information Page

• Upload a clear copy of your passport info page (photo, number, expiry). Use a dummy/example image for guidance.

2. Copy of Visa Page

- Visa sticker in your passport, or
- e-Visa document if you have one.

3. Copy of Arrival Stamp Page

- Upload a clear scan of the page with your entry stamp.

4. Copy of Departure Card (Optional)

- Now replaced by **Thailand Digital Arrival Card (TDAC)**.

5. Copy of Student ID Card – Upload either:

- Physical card from Bangkok Bank (BBL)
- Digital ID from ModLink

6. Original Transcript ***Note for new students:** You do **not have this document yet**, so **uploading is not required**.

- Request it from the Registrar's Office (The Hub)
- Download it from ModLink (My Profile → Download Document)

Nationality

Visa Validity Period
 From (the original visa date) (06/07/2025) To (the date of extension or cancellation)

Contact Information
 Mobile Number E-mail Address

Upload Documents
 Note: Recommend file's size 1 - 5MB. You can resize a document file by [Resize Guideline](#)

1. Copy of Passport * ?

No file selected Browse Upload File

Preview Image

1 Issue x Visa Page * ?

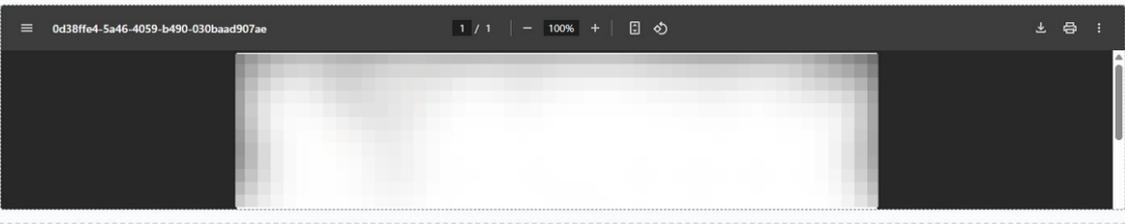
18

After uploading, a preview will appear. If the file is incorrect, you can upload a new one immediately.

Upload Documents
 Note: Recommend file's size 1 - 5MB. You can resize a document file by [Resize Guideline](#)

1. Copy of Passport * ?

dummy.pdf (New file selected) Browse Upload File



2. Copy of Visa Page * ?

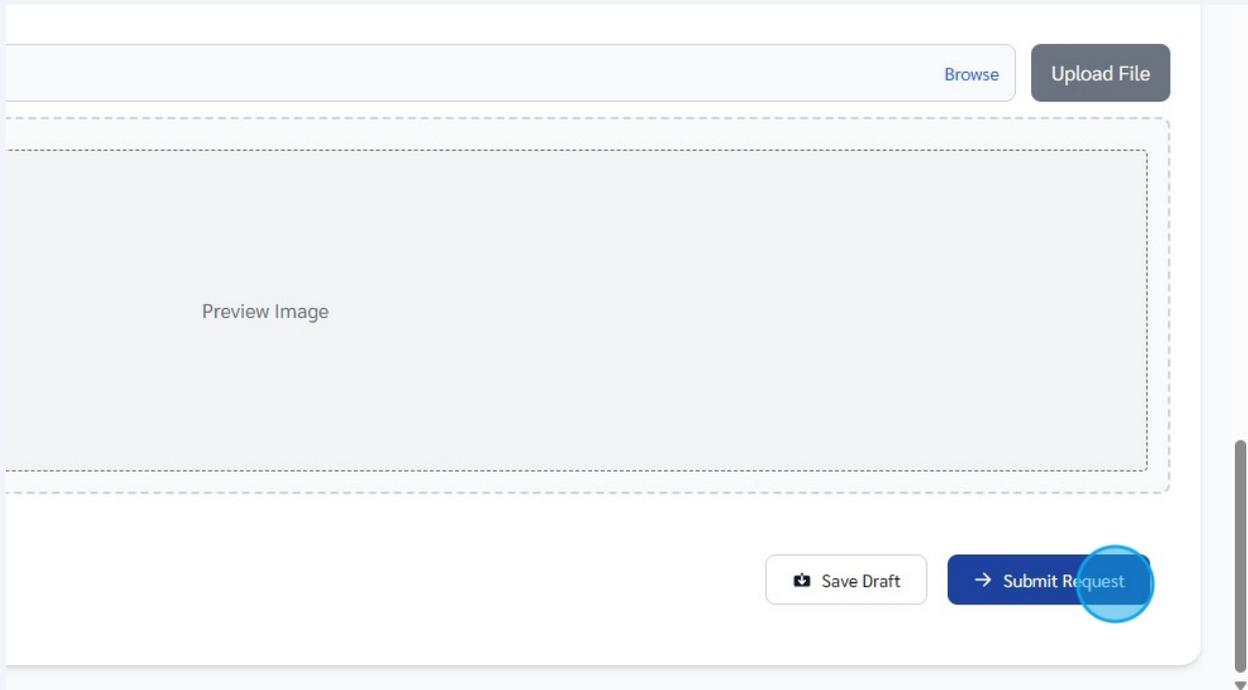
No file selected Browse Upload File

Preview Image

1 Issue x

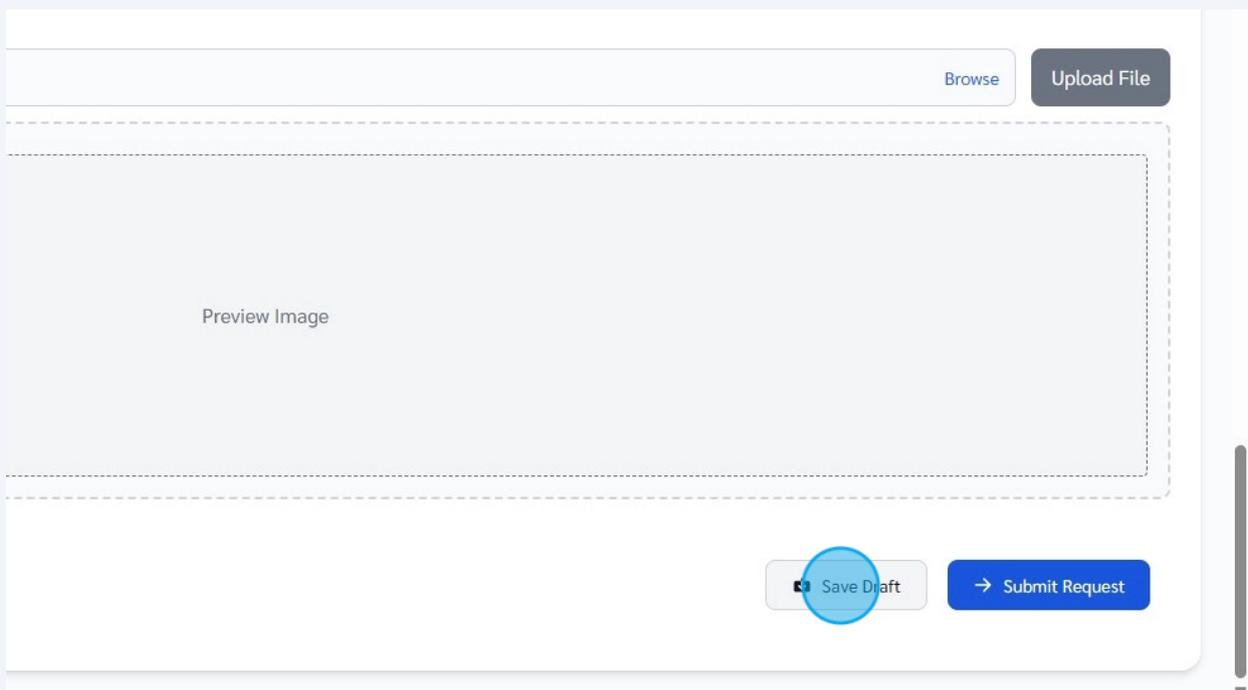
19 When all information is complete and correct, click **"Submit the Request"**.

After submitting, you cannot edit any information. Please check everything carefully before submitting, or use the **"Save Draft"** button to save your progress before submitting.



The screenshot shows a form with a file upload section at the top containing a "Browse" button and an "Upload File" button. Below this is a large dashed rectangular area labeled "Preview Image". At the bottom right of the form, there are two buttons: "Save Draft" and "Submit Request". The "Submit Request" button is highlighted with a blue circular callout.

20 If you are not ready to submit (e.g., missing documents or incomplete information), click **"Save as Draft"** to save your request and complete it later.



The screenshot shows the same form as in the previous image. In this version, the "Save Draft" button is highlighted with a blue circular callout, while the "Submit Request" button is not.

21 Click "Back to Dashboard"

Memo from Department/Advisor ✓ Uploaded



Department Staff Section

Record of Clock hour

Total hours in curricular structure

Total credits in curricular structure

Total hours from semester (Starting from the first semester of their studies)

From To Total Hours (hours)

N 1 Issue x < Back to Dashboard

22

After submission, the **main page** will show a list of all your requests along with their **status**.

The screenshot displays the KMUTT Visa System interface. At the top, the header includes the KMUTT logo, International Affairs Office, and the text 'KMUTT Visa System'. On the right, there are icons for notifications, settings, and a user profile. Below the header, the page is divided into sections:

- your information**: A form with fields for Student ID (with a 'Normal' dropdown), Name, Advisor Name, and Field of Study, Faculty. A 'passport information' section is partially visible on the right, marked as 'NOT PROVIDED'.
- System Status**: A yellow box indicating 'Have the moderate demand of request' and 'Time for processing your request if you submit today' is '10 - 15 working days'.
- List**: A table with columns for Document ID, Document Name, Submission Date, Last Updated, Status, and Action. It contains two rows of data, both with a status of 'Advisor Approval' and an action icon.

At the bottom left, there is a red notification badge that says '1 Issue'.

23 **Important Note for Certain Nationalities**

If you're from one of the countries I'm about to list, you need to submit your visa request **at least two months early**, because you must get a **Police Clearance Certificate** first.

Special Process for These Students:

- When you submit your request, the system will add an extra step called **"Waiting for Cover Letter."**
- You need to submit a **cover letter** for your Police Clearance Certificate.
- After you receive your Police Clearance Certificate, you must submit the **result document** again in the system to complete your request.



Angola, Benin, Botswana, Burkina Faso, Burundi, Cabo Verde, Cameroon, Central African Republic, Chad, Comoros, Congo, Congo DRC, Cote d'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Swaziland, Tanzania, Togo, Uganda, Zambia, Zimbabwe

24 After submitting your request, it will go through these approval steps:

1. **Request Consent** – You agree to KMUTT collecting and processing your personal data.

Home > Requests list > Visa Matter Request

Personal Information

Student ID <input type="text"/>	Name <input type="text"/>
Academic Duration <input type="text"/>	Field of Study, Faculty <input type="text"/>

Purpose of Contact

- Stay Permit Extension
- Visa Cancellation
- Visa Supporting Letter
- ED Plus (For Graduated Students)
- Other

Advisor Name

I am not sure who is my advisor

KMUTT Scholarship (if any)

25

1. Submit Request – You fill in all information and submit your request.

Home > Requests List > Visa Matter Request



Personal Information

Student ID

Name

Academic Duration

Field of Study, Faculty

Purpose of Contact

- Stay Permit Extension
- Visa Cancellation
- Visa Supporting Letter
- ED Plus (For Graduated Students)
- Other

Advisor Name

Search advisor by name or advisor code...

I am not sure who is my advisor

KMUTT Scholarship (if any)

Search scholarship by hours or credits...

26

1. **Department Confirmation** – The department coordinator will:

- Verify your total study hours.
- Check and correct your advisor's name if needed.

Home > Requests list > Visa Matter Request

1 Step 1 Request for Consent 2 Step 2 Submit Request 3 Step 3 Department Confirmation 4 Step 4 Advisor Confirmation 5 Step 5 IA Confirmation

Personal Information

Student ID Name

Academic Duration Field of Study, Faculty

Purpose of Contact

Stay Permit Extension
 Visa Cancellation
 Visa Supporting Letter
 ED Plus (For Graduated Students)
 Other

Advisor Name

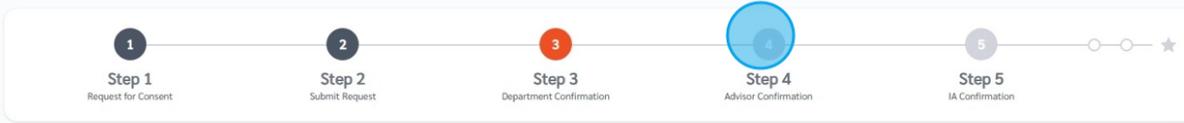
I am not sure who is my advisor

KMUTT Scholarship (if any)

27

1. **Advisor Confirmation** – Your academic advisor will review and approve your request.

Home > Requests List > Visa Matter Request



Personal Information

Student ID Normal

Name

Academic Duration

Field of Study, Faculty

Purpose of Contact

- Stay Permit Extension
- Visa Cancellation
- Visa Supporting Letter
- ED Plus (For Graduated Students)
- Other

Advisor Name

Search advisor by name or advisor code...

I am not sure who is my advisor

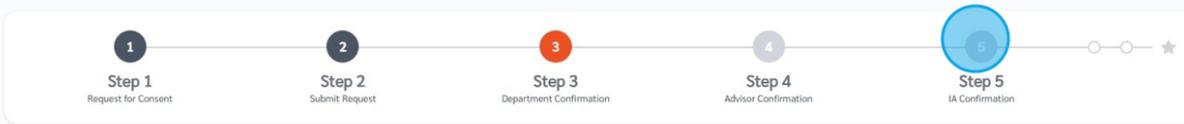
KMUTT Scholarship (if any)

Search scholarship by hours or credits...

28

1. **IA Confirmation** – After advisor approval, the International Affairs Office (IA) will receive and process your request.

Home > Requests List > Visa Matter Request



Personal Information

Student ID Normal

Name

Academic Duration

Field of Study, Faculty

Purpose of Contact

- Stay Permit Extension
- Visa Cancellation
- Visa Supporting Letter
- ED Plus (For Graduated Students)
- Other

Advisor Name

Search advisor by name or advisor code...

I am not sure who is my advisor

KMUTT Scholarship (if any)

Search scholarship by hours or credits...

29

Once the letter is ready, it will appear in the system, and you may come to collect it.

Home > Requests list > Visa Matter Request



The document is ready !

Please come and collect it at the International Affairs (IA) Office, 2nd floor of the President Building.

Working Hours : Tuesday to Thursday
(10.00 a.m. - 11.30 p.m. and 1.30 p.m. - 4.00 p.m.).

Picked Up By

- Self-Pickup
- Authorized Representative Pickup

If you select Authorized Representative Pickup, please provide the information below.

Name and Surname on ID card or Passport

Phone number

< Back

Submit Request

30

Thank you for watching, and we hope you have a smooth experience using the system!

If you have any questions or need further assistance, feel free to contact our team.

This system is for visa matters issued by the International Affairs Office of KMUTT.

After receiving the letter from the university, you must collect it and follow the immigration process.

[How to register](#)

[How to submit your request](#)



International Affairs Office
สำนักงานกิจการต่างประเทศ

KMUTT Student Visa System (For KMUTT)

Student ID (Your KMUTT Account for staff)

Please enter Student ID (Your KMUTT Account for staff)

Password

Remember me

[Forgot password?](#)

Sign in

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สำนักงานกิจการต่างประเทศ
International Affairs Office (IA)

**STUDENT
VISA KIT**

ESSENTIAL FORMS & SAMPLE MEMO!

ATTACHMENT

INTERNATIONAL AFFAIRS OFFICE (IA)

E-mail: orginter@mail.kmutt.ac.th

INTER.KMUTT.AC.TH



Kmutt Internationalization



ตัวอย่าง

บันทึกข้อความ

เอกสารแนบ 2

ส่วนงาน XXXXXXXXXXXXXXX

โทรศัพท์ XXXX

ที่ อว. 7601 /XX/XXXX

วันที่ XX XXXXXXX XXXX

เรื่อง ขอย้ายเวลาพำนักอยู่ในราชอาณาจักรไทย เพื่อศึกษา หรือศึกษาและทำงาน เป็นกรณีพิเศษ
แก่นักศึกษาต่างชาติ (ED Plus)

เรียน ผู้อำนวยการสำนักงานกิจการต่างประเทศ

ด้วยคณะ XXXXXXXXXXXXXXX มีความประสงค์จะขออนุญาตให้นักศึกษาต่างชาติอยู่ใน
ราชอาณาจักรเป็นการชั่วคราว เป็นกรณีพิเศษ (ED Plus) ดังรายละเอียดต่อไปนี้

1. ข้อมูลนักศึกษา

ชื่อตัว – ชื่อสกุล

Mr./Ms./Mrs. XXXXX XXXXXXX

สัญชาติ

XXXXXXXXXX

หมายเลขหนังสือเดินทาง

XXXXXXXXXX

อายุ

XX ปี

2. ข้อมูลการศึกษา

รหัสประจำตัว

XXXXXXXXXX

สาขาวิชา

XXXXXXXXXX

คณะ

XXXXXXXXXX

ระดับการศึกษา

XXXXXXXXXX

ระยะเวลาหลักสูตร

X ปี

(เดือน/ปีที่เข้ารับการการศึกษา – เดือน/ปีที่สำเร็จการศึกษา)

คณะ XXXXXXXXXXXXXXX ขอความอนุเคราะห์สำนักงานกิจการต่างประเทศออกหนังสือขอย้าย
เวลาพำนักอยู่ในราชอาณาจักรไทย เพื่อศึกษา หรือศึกษาและทำงาน เป็นกรณีพิเศษ (ED Plus)แก่นักศึกษา
ต่างชาติ เพื่อนำไปยื่นที่สำนักงานตรวจคนเข้าเมืองต่อไป

จึงเรียนมาเพื่อโปรดพิจารณาให้ความอนุเคราะห์ด้วย จะขอบคุณยิ่ง

(XXXXX XXXXXXX)

คณบดีคณะ XXXXXXXXXXXXXXX

ผู้ประสานงาน: XXXXX XXXXXXX

อีเมล: XXXXXX@kmutt.ac.th

โทรศัพท์: 0 2470 XXXX



Acknowledgement of Disclaimer of Liability for Visa application ED-Plus

King Mongkut's University of Technology Thonburi (KMUTT) hereby disclaims any liability for the following:

1. **Damage to or Loss of Personal Property:** KMUTT will not be responsible for any damage to or loss of personal property.
2. **Personal Injury or Illness:** KMUTT is not liable for any personal injury, illness, or any other physical or mental condition that may arise.
3. **Other Damages, Losses, Costs, or Expenses:** KMUTT will not be liable for any additional damages, losses, costs, or expenses, whether they result from negligence by any parties or otherwise.
4. **Legal Matters:** KMUTT disclaims responsibility for any legal matters or consequences that may arise.

By signing below, you acknowledge that you understand and accept full responsibility for any issues or claims related to the above matters. You agree to hold King Mongkut's University of Technology Thonburi (KMUTT) harmless from any related claims or liabilities.

Student Acknowledgment

I, [Student's Full Name], [Nationality], [Passport Number] acknowledge that I have read, understood, and accept the terms of this Disclaimer of Liability. I agree to hold King Mongkut's University of Technology Thonburi (KMUTT) harmless from any claims, damages, or liabilities that may arise from the matters described above.

Signature: _____

Date: _____