

IMMIGRATION CHECKLIST

- **PRE-ARRIVAL**

Apply for a Non-ED visa in your home country.



- **ON ARRIVAL**

Receive an Arrival/Departure Card or TM.6 Card and an entry stamp.

Keep the card in passport at all times and double-check if stamped correctly.

- **DURING YOUR STAY**

Do address registration within 24 hours after arrival.

Do 90-day reporting every 90 days.

Apply for an extension of stay for single-entry visa holder.

Do an address registration update after returning to your residence.

Apply for a re-entry permit before going abroad.



ADDRESS REGISTRATION (TM.30)

Address registration is a report of your address to the Immigration Office within 24 hours of arrival. **If your address registration is not updated, you will not be allowed to do your 90-day reporting and visa extension.**

If you live on campus:

IAC will register your address via the immigration website. Please bring your passport together with the departure card (T.M.6) to the IAC office.

If you live off campus:

Please contact your landlord and prepare these documents:

- Passport (with copied pages)
- Completed TM. 30 application form
- Signed copy of the landlord's ID card
- Signed copy of the property title deed (house book)
- Signed copy of the rental contract
- Power of Attorney Letter affixed with 10 baht tax stamp if reporting on behalf of the landlord

When you arrive in Phuket, please contact the IAC or your landlord to register your address.

You also have re-register your address within 24 hours of arrival when

- you exit and enter Thailand
- you move to a new place of residence
- You staying at a place other than your registered residence for any overnight stays such as staying at hotels.

VISA EXTENSION

Students must apply for an extension of stay based on education at Phuket Immigration Office **before the visa expiry date**. Your permitted length of stay will be extended up to a maximum of one (1) year depending on your study period or only up to your passport expiry date if it expires in less than a year.

Required documents:

- Completed and signed TM. 7 and STM. 2 application forms at IAC Office
- Signed photocopies of:
 - Passport (main page)
 - Current visa/extension of stay
 - Last entry stamp
 - Departure Card (TM. 6)
 - Up-to-date TM. 30 address registration
 - Copy of your GPA from the previous semester (printed out from SIS)
- One recent passport-size photograph (2 inches/4x6 cm)
- Application fee: 1,900 baht



Important:

You must notify IAC at least two weeks before your visa or extension of stay expires to apply for another extension of stay. You can apply for an extension of stay 45 days before the expiry date.

Warning:

Overstaying is illegal!

Overstay fine is 500 baht per day with a maximum fine of 20,000 baht. If you overstay more than 90 days, you will be deported and banned from re-entering Thailand.

IAC shall not be held responsible or liable for any fees incurred due to your negligence.

PROCEDURES FOR VISA EXTENSION

01

CONTACT THE IAC

Students contact the IAC at least two weeks before the expiry date.

02

STUDY VERIFICATION

IAC checks the length for visa extension based on the study period from the faculty.

03

DOCUMENTS PREPARATION

Students fill up the visa extension form (TM.7) and submit other documents at the IAC office.

04

SCHEDULE AND APPOINTMENT

IAC and students set the schedule and make the appointment for visa extension.

05

LETTER ISSUANCE

IAC issues an official visa extension letter which approximately takes 3 working days

06

VISA EXTENSION

IAC takes and assists students to extend visa at Phuket immigration office.

90-DAY REPORTING

All international students are required to report themselves to the Immigration Office every 90 days.

The first 90-day reporting for new international students with new single-entry visa will be done automatically at the same time during the first visa extension at the Immigration Office.

However, students are responsible for filing their next 90-day reporting.

The 90-day reporting can be done by the following 2 ways:

In person

You can do the 90-day reporting 7 days before the due date to 7 days after the due date at Phuket Town Immigration Office at Room 101 or the drive-thru service. Please bring your passport with you.



Online

You can use the online reporting only if you have reported yourself in person at the Immigration Office at least once before.

You can report yourself online from 15 days before the due date to the actual due date.

You can scan the QR code to the immigration website:

90-day reporting online 



WARNING: Fine for late reporting is 2,000 baht or 5,000 baht if you get arrested. It is your own responsibility to report yourself to the Immigration Office. IAC shall not be held responsible or liable for any fees incurred due to your negligence.

A VERY BRIEF SUMMARY: How to Do Your 90-Day Reporting Online on Immigration Website

1 Register an account

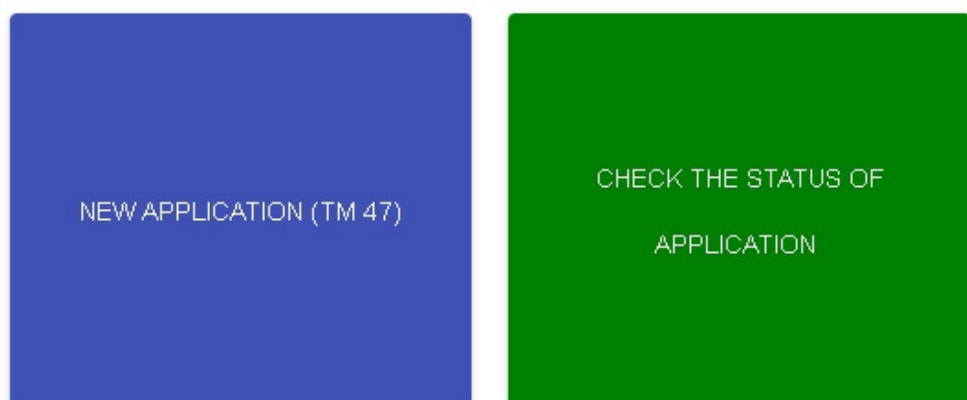
Go to the immigration website or scan this QR code. Your email address, full name, and phone number are required. You will get an email to activate your account.



2

Complete the information for 90-day reporting

Notification of staying in The Kingdom (Over 90 days) – TM 47



Log in to your account, then select "new application" and complete your information and submit it.

Then wait for the immigration officer to check and approve approximately 3 days.

Check the status

3

Log in to your account and select "check the status of application."

Download and print the receipt to put in your passport.

TM.47	Receipt of Notification	Apply Date	Name	Passport No.	Nationality	Date of Birth	Gender	Status	Update Date

PASSPORT

RE-ENTRY PERMIT

Students must apply for a re-entry permit at the Immigration Office before exiting Thailand to go abroad.

The re-entry permit will be valid until the expiry date of your single-entry visa or extension of stay.

There are 2 types of re-entry permit:

Single re-entry permit: you can use only one time. The fee for a single re-entry permit is 1,000 baht.

Multiple re-entry permit: you can use multiple times within your visa or extension of stay validity period. The fee for a multiple re-entry permit is 3,800 baht.

Required documents

- Completed e-entry permit application from (TM.8)
- Signed photocopies of:
 - Passport (main page)
 - Current visa/extension of stay
 - Last entry stamp
- Departure Card (TM. 6)
- Up-to-date TM. 30 address registration
- One recent passport-size photograph (2 inches/4x6 cm)
- Application fee



WARNING:

If you don't apply for a re-entry permit before leaving the country, your visa will be automatically invalid.