



As of December 2022

AY2022

INTERNATIONAL STUDENT HANDBOOK

The information in this handbook is correct at the time of publication and is provided as a general guidance for international students studying at the University. The contents may be subject to change at any time without prior notice. The International Affairs Centre (IAC) makes all reasonable efforts to ensure its accuracy.



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1. Welcome Remarks

Dear International Students,

Welcome to Prince of Songkla University (PSU) Phuket Campus! This handbook provides all the essential information for international students to start their studies at PSU Phuket. The handbook is designed to help you know and follow the immigration rules and regulations that apply to you. Additionally, this handbook also provides a wide variety of other useful information to help you adjust to the campus, the community, and Thai culture. You should read this handbook carefully and refer to it as a resource.

Although we aimed to provide a comprehensive guidebook to the best of our ability, we realized that we may not have answered every possible question about life on campus and in Thailand in this booklet. We do hope, however, that after reading this handbook you will have a general overview of what to expect being an international student at PSU Phuket Campus. If you need any further advice, assistance, or additional information that have not been addressed in this booklet, do not hesitate to contact us at the International Affairs Centre (IAC). Our office is conveniently located on the 2nd floor of the President's Office Building (Building 7), just opposite the elevators. Our office hours are Monday through Friday 8:30 am-4:30 pm. IAC is here to help you!



2. PSU Phuket in Brief

Prince of Songkla University was established in 1967 as the first university in Southern Thailand. The name “Prince of Songkla” was bestowed by His Majesty King Bhumibol Adulyadej in honor of his late father, His Royal Highness Prince Mahidol of Songkla.

PSU’s acronym Mor-Or (in Thai ม.อ.) is taken from the original name of Prince Mahidol Adulyadej (H.R.H. Prince Mahidol of Songkla). His tenet that become the guiding light for Prince of Songkla University is based on his fundamental beliefs:

“Let consideration of personal gain take second place to the overall benefits of mankind. Good fortune, wealth, and prestige come naturally to those who are spiritually dedicated to their work.”

PSU consists of 5 campuses across Southern Thailand: Hat Yai (main campus), Pattani, Phuket, Surat Thani and Trang. PSU Phuket Campus was founded on November 14th, 1977.

PSU Phuket Campus is currently comprised of the following faculties and units:

1. Faculty of Hospitality and Tourism (FHT)
2. Faculty of International Studies (FIS)
3. Faculty of Technology and Environment (FTE)
4. College of Computing (COC)
5. Confucius Institute at Phuket (CIP)
6. Campus Administration Office (President’s Office Building)
7. Medical Technology Service Center

As of September 2022, PSU Phuket has approximately 363 total staff (35 international staff) and 1,560 total students (248 international students).

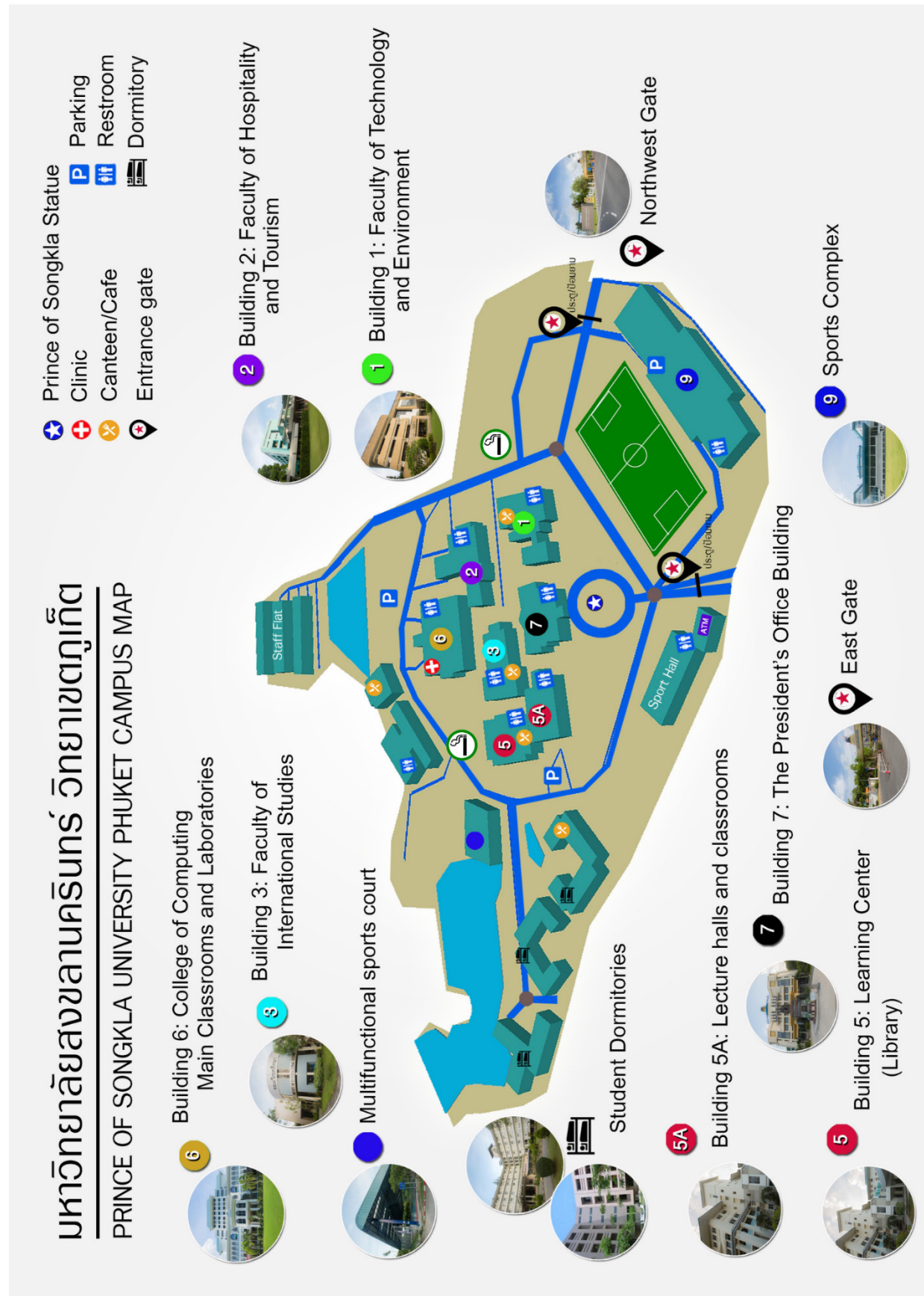
The university color is **navy blue**.

The symbolic flower is the **Jacaranda**.



www.phuket.psu.ac.th/en/

2.1 PSU Phuket Campus Map



2.2 Green University Policy

Aligned with Prince of Songkla University Green University Strategic Plan, PSU Phuket established measures to promote waste reduction to protect the environment as follows:

1. Products or food packaging made of Styrofoam and/or plastic are not allowed to be brought into the university area.
2. The use of plastic cups for beverage sales (except PET cups) on campus is prohibited.
3. Bringing plastic bags into the university is prohibited.
4. Shop operators selling food and beverages on campus must use biodegradable paper cups branded PSU ZERO WASTE only.
5. All students and staff are encouraged to bring their own glass containers or water bottles.

2.3 No Smoking Policy

PSU Phuket is a smoke-free campus. The University has 2 designated smoking areas as follows:

- ➔ The area between the Learning Center Building (Building 5) and the cafeteria



- ➔ The area in front of the greenhouse (opposite Building 1)



Students who smoke in an area other than the designated areas shall be deemed to have violated the smoking regulations. The procedure to report student violator(s) are as follows:

- ➔ Notify the Student Development and Alumni Relations via email student-affairs-office@phuket.psu.ac.th providing the violator's information accompanied with evidence.
- ➔ If the student is found to have violated the smoking regulations and is a first time offender, the student will receive a written warning.
- ➔ If the student is found to have violated the smoking regulations and is a repeat offender, the student will receive a disciplinary action according to Prince of Songkla University regulations on Student Discipline B.E. 2560.

3. Academic Calendar 2022

SEMESTER 1	
Semester 1 Begins	8 August 2022
Last Day of Classes	25 November 2022
Final Examinations	26 November - 8 December 2022
Semester 1 Ends	9 December 2022
SEMESTER 2	
Semester 2 Begins	3 January 2023
Last Day of Classes	21 April 2023
Final Examinations	22 April - 3 May 2023
Semester 2 Ends	4 May 2023
SUMMER SEMESTER	
Summer Semester Begins	22 May 2023
Last Day of Classes	7 July 2023
Final Examinations	8 - 12 July 2023
Summer Semester Ends	13 July 2023

The dates are tentative and are subject to change without prior notice. For up-to-date calendar, visit the [Registration Office](https://www.phuket.psu.ac.th/registration-office) website at <https://www.phuket.psu.ac.th/registration-office> or follow their Facebook page: <https://www.facebook.com/registrationsuphuket>.

4. International Affairs Centre (IAC)

The International Affairs Centre (IAC) is the central administrative unit that is responsible for implementing action plans in accordance with the university's internationalization policy and serves to be the primary resource for the university's international community. IAC works with international students, scholars, faculty and staff, visiting guests, and global partners.



IAC's key responsibilities:

1. Provides immigration advisory services and assistance for the community of international students, scholars, faculty and staff that the University sponsors to ensure compliance with Thai immigration regulations.
2. Manages protocols involving international guests and visitors.
3. Acts as main communication network for the university's international community.
4. Conducts orientation sessions for international students, faculty, and staff.
5. Maintains international cooperation agreements and university networks.
6. Facilitates incoming and outgoing mobility of students, scholars, faculty, and staff.
7. Develops and implements internationalization projects that promote international and intercultural engagement.
8. Disseminates information on scholarships/activities/other opportunities.

Office Address: International Affairs Centre (IAC)
Prince of Songkla University, Phuket Campus
President's Office Building (Building 7), 2nd Floor
80 Moo 1, Vichitsongkram Road, Kathu, Phuket 83120, Thailand

Office Phone/Fax: +66 (0)76 276000 ext. 6096-7 / +66 (0)76 276011

Office Hours: Monday-Friday, 8:30-4:30 pm, closed on weekends and public holidays

Emails: iacpsu@phuket.psu.ac.th and iacpsu@gmail.com

Facebook: www.facebook.com/iacpsuphuket

4.1 Communication Channels

4.1.1 Email (Primary)

All communication to and from IAC will be via IAC's university email address iacpsu@phuket.psu.ac.th. Be sure to check your email regularly so you don't miss any essential or urgent emails from IAC. Most importantly, always inform IAC whenever you change your email address so your preferred email address will be updated IAC database.

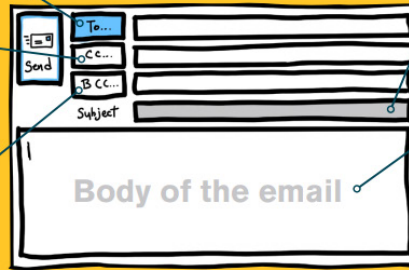
4.1.1.1 Basic Emailing Etiquette

UNDERSTANDING PARTS OF AN EMAIL:

TO: type in the email address of the individual the message is intended for.

CC (Carbon Copy): Use this to add individuals who need a copy of the email. The original receiver of the email will see this person added.

BCC (Blind Carbon Copy): Use this when you want another individual to get a copy of the email and only they know they get a copy. The Blind means the original receiver does not know anyone else is getting a copy.



SUBJECT: Input a clear subject line. Keep it short & simple, but not vague. Include your name, class, & what the email is specifically regarding in the subject.

BODY OF THE EMAIL: Include a greeting like you would a letter, try to keep emails brief (one screen length), use complete sentences, double check spelling/grammar/punctuation, use professional font (not decorative), & give a proper salutation that matches the message of the email (Thank you or Sincerely).

Do's:

1. Use your full name (in English) as the email sender so IAC staff knows who the email is from and it will not automatically end up in the spam mailbox. Be sure to change this in your email account settings.
2. Emailing is more formal than texting, for this reason, always begin your email with a greeting and end with a closing.
3. Include a brief, clear, and specific subject line to sum up what the email is all about.
4. Briefly introduce yourself giving your full name, student ID number, and program of study so IAC staff can assist you accordingly.
5. Keep the body of your email short, simple, and to the point.
6. Always reference your attachments in the body of the email and don't forget to attach your attachments.
7. Allow proper amount of response time between 24-48 hours during normal business hours (Monday - Friday, 8:30 am - 4:30 pm). If no response occurs after that, you can send a follow up email.

Don'ts:





1. Leave the subject line blank.
2. Write your entire email content in the subject line and leave the body of your email blank.
3. Send multiple emails in a short period of time containing the same message. These emails may be flagged as junk mails by Google Mail and will go directly to the spam mailbox.
4. Expect a fast response if your email is sent after business hours (4:30 pm), during the weekend, or during public holidays, unless it's an urgent emergency.

4.1.2 LINE App Group

Stay connected with other international students on campus and international affairs staff using LINE app. Download the app from [Google Play](#) or [Apple Store](#), then click this [link](#) or scan the QR code to join the “Inter Students PSUPKT” LINE group.



4.1.3 IAC Staff

	Name	Main Responsibilities	Contact Information
	Dr. Tagsina Sripracha	Assistant President for International Affairs	☎ 076 27 6000 ext. 6543/6613 ✉ tagsina.s@phuket.psu.ac.th
	Pityada Jeokwon (Pure)	Head of IAC	☎ 076 27 6000 ext. 6524 ✉ pityada.j@phuket.psu.ac.th
	Chawan Chupeng (Toh)	<ul style="list-style-type: none"> - Information updates - Events and activities - International cooperation agreements and database 	☎ 076 27 6000 ext. 6096 ✉ chawan.c@phuket.psu.ac.th
	Sukhuma Ketsuwan (Syn)	<ul style="list-style-type: none"> - International guest relations - TICA/TIPP scholarships officer - Document administration 	☎ 076 27 6000 ext. 6097 ✉ sukhuma.k@phuket.psu.ac.th
	Nitiphoom Waitira (Joe)	<ul style="list-style-type: none"> - IAC office accounting and finance - AIMS program coordinator - Bunkyo short course program 	☎ 076 27 6000 ext. 6096 ✉ nitiphoom.w@phuket.psu.ac.th
	Milla Budiarto	<ul style="list-style-type: none"> - General international relations and liaison - English publications - Website update 	☎ 076 27 6000 ext. 6751 ✉ milladevianty.b@phuket.psu.ac.th
	Ae Kanong Yaden (Ma)	<ul style="list-style-type: none"> - Immigration affairs - Letter of Acceptance and Letter of Visa Request - Staff work permit 	☎ 076 27 6000 ext. 6014 ✉ ae kanong.y@phuket.psu.ac.th

5. Immigration Matters

5.1 Visa

Visas can only be obtained outside of Thailand from a Royal Thai Embassy or Consulate. The Embassy or Consulate will typically issue a visa sticker (figure 1) in your passport and this allows you to enter the Kingdom legally under specific conditions. Some Embassies may issue an E-Visa instead of a visa sticker.



Figure 1: Visa sticker

5.1.1 Non-Immigrant ED Visa

All students who attend Prince of Songkla University, Phuket Campus are required to hold a Non-Immigrant Education Visa or Non-ED Visa. It is illegal to work in Thailand under this visa type.

International students who are accepted to study at PSU Phuket will receive two certified letters and other related documents from the university to be submitted to the Royal Thai Embassy or Consulate along with their visa application form:

- 1) Acceptance Letter
- 2) Visa Request Letter (in Thai)
- 3) PSU Phuket Vice President Verification Letter

The Non-ED visa fee is 2,000 baht (single-entry) and 5,000 baht (multiple-entry) or its equivalent depending on the country of issuance. Please check with the respective Royal Thai Embassy or Consulate in the country where you will apply for the visa for further details. Go to <http://www.thaiembassy.org/main/> to find the nearest Royal Thai Embassy or Consulate. For more information about visa application process, visit: www.mfa.go.th/main/en/.

Some countries are eligible for E-Visa application. To check if you are eligible, go to the Ministry of Foreign Affairs E-Visa Official Website: <https://www.thaievisa.go.th/>. Those with E-Visa will not receive a visa sticker (figures 2 and 3) in their passport and will only receive an **entry stamp** upon arrival in Thailand.

5.1.2 Number of Entry

There are two types of number of entry for Non-ED Visa: a single-entry and a multiple-entry. In order to determine if you should apply for a single-entry or a multiple-entry visa, you should consider the number of times you intend to travel outside of Thailand within the visa validity period. **IAC strongly advises you to apply for a single-entry visa (S).**

5.1.2.1 Single-Entry Visa

Single-entry (S) visa allows you to enter Thailand only once during the visa validity period. Full-time students are highly advised to apply for single-entry visa. You must enter Thailand within 90 days after the date of visa issuance. Choose single-entry visa (figure 2) if you do not have any plans to leave Thailand or if you are unsure about your travel plans within 90 days after your arrival. A single-entry visa will grant a period of stay in the Kingdom of Thailand **not exceeding 90 days** upon your arrival. The immigration officer will typically stamp or write the word “USED” on your Non-ED Single-Entry Visa page.

Before your permitted length of stay on your visa expires, you have to apply for an [extension of stay](#) based on education in order to stay and study in Thailand legally. Otherwise, you will be fined with an overstay fee of 500 baht per day with a maximum of 20,000 baht. An [extension of stay](#) stamp can be easily applied for at Phuket Immigration Office under the auspices of the university.

Students holding single-entry visa **must always** apply for a [re-entry permit](#) before leaving Thailand in order to maintain their visa validity.



“VALID UNTIL” date is the last day you can use your visa to enter Thailand. It **DOES NOT** indicate the last day of your stay in Thailand. Please check your [entry stamp](#) when you enter Thailand for the permitted length of stay.

Figure 2: Single-Entry Visa sticker



WARNING: Overstaying your visa 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.

5.1.2.2 Multiple-Entry Visa

Multiple-entry (M) visa allows you to enter Thailand several times throughout the visa validity period. Choose multiple-entry visa (figure 3) if you plan to travel outside of Thailand frequently within the 90-day period.

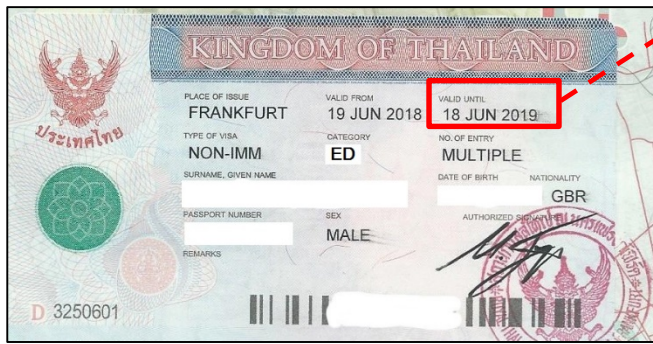


Figure 3: Multiple-Entry Visa sticker

“VALID UNTIL” date is the last day you can use your visa to enter Thailand. It **DOES NOT** indicate the last day of your stay in Thailand.

Please check your [entry stamp](#) when you enter Thailand for the permitted length of stay.

A multiple-entry visa will grant a period of stay in the Kingdom of Thailand **not exceeding 90 days** upon your arrival. The visa may be valid for up to one (1) year from the visa issuance date. **However, this type of visa requires you to exit and re-enter Thailand every 90 days.**

If you do not exit Thailand after the 90th day, you have 2 choices:

- 1) Pay an overstay fee of 500 baht per day and exit Thailand immediately, or
- 2) Apply for an [extension of stay](#) at Phuket Immigration Office and not exit Thailand.

For this option, you will need to pay 1,900 baht for the extension of stay fee and your multiple-entry visa will be automatically converted into a [single-entry visa](#).

5.1.3 Extension of Stay

Extension of stay is the permitted length of time in which you are allowed to stay in Thailand. This is stamped (figure 4) by the immigration officer at the Immigration Office after the application for extension of stay. The fee for extension of stay is 1,900 baht (cash only).

Students holding [single-entry visa](#) 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.



Figure 4: Extension of Stay stamp

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 your extension of stay 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.

Students holding [multiple-entry visa](#) who do not exit Thailand when the 90-day permit of stay expires can also apply for an extension of stay at Phuket Immigration Office. However, the [multiple-entry visa](#) will be converted to a [single-entry visa](#) instead.

You will receive an email reminder from IAC before your visa expiry date. An IAC officer will accompany and assist you in applying for your extension of stay at Phuket Town Immigration Office. You will need to book for an appointment to go to the Immigration Office with PSU Phuket van.

Required documents:

- Visa Extension Request Letter (prepared by IAC, processing time will take at least 5 working days)
- Completed and signed TM. 7 and STM. 2 application forms at IAC Office
- Signed photocopies of:
 - Passport (main page)
 - Current [visa/extension of stay](#) or printout of E-Visa
 - Last [entry stamp](#)
- Up-to-date [TM. 30 address registration](#)
- Copy of your GPA from the previous semester (printed out from SIS account)
- One recent passport-size photograph (2 inches/4x6 cm)
- Application fee: 1,900 baht (cash only) to be paid at the Immigration Office

5.1.3.1 Extension of Stay Cancellation

When you are no longer studying at the university due to one of the following reasons: withdrawal, course termination, completion of course program, or graduation; your extension of stay based on education must be canceled on your official last day of study according to your faculty—even though you still have several months remaining in your extension of stay. You must notify IAC at least 2 weeks in advance before your last date of study so that IAC can prepare your paperwork in a timely manner.

NOTE: It is extremely important that you communicate, consult, and coordinate with IAC in advance to avoid any problems regarding extension of stay cancellation.

Extension of stay cancellation process:

- ➔ Your extension of stay can be canceled only at Phuket Town Immigration Office where it was issued.
- ➔ Steps for extension of stay cancellation:
 - 1) Notify IAC if you are withdrawing/leaving/graduating from the university at least **2 weeks** before your official last day of study.
 - 2) IAC will issue an official letter on behalf of the university stating your official last day of study. This letter is required by the Immigration Office in order to cancel your extension of stay based on education.
 - 3) Take your passport and the official letter issued by the university to Phuket Town Immigration Office to cancel your extension of stay based on education. You can do it 7 days in advance before your last date of study as stated in the letter. We highly recommend you canceling it in advance so you will have enough time to get your things in order. Please don't wait until the last minute on your last day to do this.
 - 4) Once it is canceled, you have 2 options:
 - a) Leave the country on the same day before 12 midnight, or
 - b) Directly apply for a 7-day "application for extension denied" stamp and pay 1,900 baht. You may need to submit a copy of your airline ticket or boarding pass as proof that you are leaving the country.
- ➔ Staying in Thailand beyond the date stated in the official letter issued by the university as your last date of study will result in overstay fine of 500 baht per day or maximum of 20,000 baht.
- ➔ Letting the extension of stay expire on its own and/or leaving the country without canceling it **DOES NOT** automatically cancel your extension of stay.
- ➔ Consequences of not canceling your extension of stay:
 - You may be granted a different type of visa (such as tourist, Non-B, or other Non-ED) from any Royal Thai Embassy/Consulate outside of Thailand; however, your extension of stay application that is applied from any Thai Immigration Office inside Thailand will be denied regardless of your visa type.
 - You may be liable for an overstay fee.

5.2 Entry Stamp

When you arrive at the airport, the immigration officer will stamp an entry stamp (figure 5) in your passport. **Always double-check the visa type and expiry date on the entry stamp every time you go through the immigration counter to make sure you get the correct stamp, not a 30-day visa exemption.**

*รหัสที่พกอาศัย : 83B00713 มหาวิทยาลัยสงขลานครินทร์ วิทยาเขตภูเก็ต
User Name

ที่ตั้ง ที่พกอาศัย : 80,80/5 หมู่ 1 วิถีสงคราม เกาะภูเก็ต
Address

*วันที่เข้าพัก (พ.ศ.): 13/05/2562
Check-in Date From

*ถึงวันที่เข้าพัก (พ.ศ.): 13/05/2562
Check-in Date To

ค้นหาได้เฉพาะช่วงเวลาการแจ้งพำนักไม่เกิน 7 วัน (Search only the notification period not exceeding 7 days apart.)

1 - 2 จาก 2 รายการ หน้า 1/1 หน้า

ลำดับที่	ชื่อ-สกุล	หนังสือเดินทาง	บัตรประชาชนเลขที่	เพศ	วันที่เข้าพัก	วันเดินทางเข้า	ยกเลิกบันทึกแจ้ง
1	FULL NAME	PASSPORT #	TM. 6 #	ชาย	13 พ.ค. 2562	12 พ.ค. 2562	ยกเลิกบันทึกแจ้ง
2	FULL NAME	PASSPORT #	TM. 6 #	ชาย	13 พ.ค. 2562	8 ต.ค. 2561	ยกเลิกบันทึกแจ้ง

Figure 6: TM. 30 Online Address Registration Slip

➔ If you live off campus, you can report your address by the following 2 ways:

1. In person

You and/or your landlord can register in person at Phuket Town Immigration Office at either Room 101 or the drive-thru service.

Required documents:

- Completed TM. 30 application form
- Copies from following passport pages:
 - Detail page (front page)
 - Current [visa/extension of stay](#) or printout of E-Visa
 - Last [entry stamp](#)
- Signed copy of the landlord's ID card
- Signed copy of the property title deed (house book or Tabien Baan)
- Signed copy of the rental agreement/contract
- Power of Attorney Letter affixed with a 10-baht tax stamp if reporting on behalf of the landlord

ใบรับการแจ้งรับคนต่างด้าวเข้าพักอาศัย
RECEIPT OF NOTIFICATION ผบ.หมู่ ตม.จว.เชียงใหม่

ข้าพเจ้า ต.ต.เจริญ พงษ์ทอง ตำแหน่ง ทนาย
I ทนาย TITLE

ได้รับการแจ้งบุคคลต่างด้าวเข้าพักอาศัยของ MR. [Name] สัญชาติ USA
HAVE RECEIVED NOTIFICATIONS OF ALIEN'S ADDRESS FROM NATIONALITY

ซึ่งได้รับแจ้งการเข้าพักอาศัยของ นางสาว [Name] ที่ บ้าน [Address]
WHO NOTIFY THE RESIDENCE WHERE ALIENS HAVE STAYED TOTAL PERSONS

ไว้แล้วเมื่อวันที่ 7 เดือน พ.ค. พ.ศ. 2562 เวลา 08.10 น.
ON (DATE) MONTH YEAR HOURS

ลงชื่อ [Signature] ผู้รับแจ้ง
SIGNATURE IMMIGRATION OFFICER

Figure 7: TM. 30 Receipt of Notification for Address Registration

After you have completed the registration, you will receive a Receipt of Notification (figure 7) taken from the bottom portion of the TM. 30 form. The

immigration officer will staple this in your passport.

2. Online

Only your landlord can register you via online when you move into the premise. Your landlord must set up an online account first and obtain a personal username and password at: <https://extranet.immigration.go.th/fn24online/> to access the immigration's online address registration portal. Be sure to ask for a screenshot/printout copy of the reporting slip (figure 6) and staple it in your passport. You will need to have this in your passport at all times as proof of address registration.

5.3.2 Address Registration Update

You must re-register your address within **24 hours** of arrival when:

- You exit and re-enter Thailand
- You move to a new place of residence
- You are staying at a place other than your registered residence for any overnight stays, even for only one night. For example, if you went to Bangkok for the weekend and stayed in a hotel/guesthouse there, your stay for that weekend will be reported by the hotel/guesthouse owner. Once you return to your primary registered place, you need to update your address.

➔ *If you live on campus:*

Bring your passport to IAC to be re-registered. IAC will print out a new reporting slip, replace the old one, and staple it in your passport.

➔ *If you live off campus, you can re-register by the following 2 ways:*

1. In person

Go to the Immigration Office and fill out a new TM. 30 form there. The same documents previously stated in the [address registration](#) section are needed.

2. Online

Take your passport to your landlord to be re-registered. Ask for the new screenshot/printout copy of the reporting slip (figure 6), replace your old one, and staple the new one in your passport.



WARNING: You will be denied any services at the Immigration Office if you failed to report your address within **24 hours** of arrival and/or if your address registration is not up-to-date. Additionally, your landlord may be fined up to **8,000 baht** for not registering your address. IAC shall not be held responsible or liable for any fees incurred due to your negligence.

5.4 90-Day Reporting (TM. 47)

All international students holding a **single-entry visa** or **extension of stay** are **required** to report themselves to the Immigration Office every 90 days. Students are responsible for filing their own 90-day reporting. Students holding a **multiple-entry visa** are exempted from reporting but **must** exit Thailand every 90 days instead.

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 **extension of stay** application at the Immigration Office. However, students are responsible for filing their next 90-day reporting.

When you exit and re-enter Thailand, your next 90-day reporting due date will automatically reset. Note your new 90-day reporting due date, counting from the day you re-enter Thailand. For example, if you arrive on January 4; therefore, January 4 is counted as day 1 so then your next 90-day reporting due date will be on April 3.

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. You will receive a Receipt of Notification (figure 8) that will be stapled in your passport indicating your next 90-day reporting due date. Bring your passport with up-to-date address registration and 90-day reporting Receipt of Notification (figure 8) with you when you go to the Immigration Office to do the reporting.

Figure 8: Receipt of Notification for 90-Day Reporting

➔ 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.

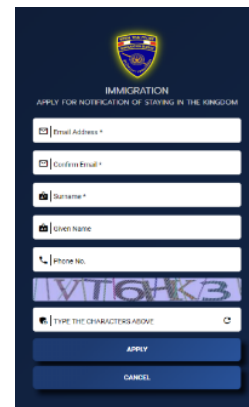
You must register an account using a valid email address to access the “Notification of Staying in the Kingdom Over 90 Days” via the Internet.

After you have registered an account, you can log in and file your 90-day reporting on the website: <https://tm47.immigration.go.th/tm47/#/login>.



Account registration instruction:

- 1) Go to the Immigration Bureau website Notification of Staying in the Kingdom <https://tm47.immigration.go.th/tm47/#/login>
- 2) Click on the “Apply” button and fill in all the required information in English such as email address, surname, given name, and Thai phone number, then click the “Apply” button to complete the registration.
- 3) Once your information has been verified, you will receive an auto-generated email sent from noreply@eservices.immigration.go.th to your registered email address with a temporary password. You can change the temporary password once you log in to your account.

A screenshot of the registration form on the Immigration Bureau website. The form is titled "IMMIGRATION BUREAU" and "APPLY FOR NOTIFICATION OF STAYING IN THE KINGDOM". It contains fields for "Email Address", "Confirm Email", "Surname", "Given Name", and "Phone No.". Below these fields is a CAPTCHA image showing the text "VT6HK3" and a prompt to "TYPE THE CHARACTERS ABOVE". At the bottom are "APPLY" and "CANCEL" buttons.

Procedure for online 90-day reporting:

- 1) Go to the login page for the Notification of Staying in the Kingdom <https://tm47.immigration.go.th/tm47/#/login> and fill in your registered email address and password.
- 2) To file your 90-day reporting, click “New Application (TM 47).”



- 3) Complete the form. If you live on campus, put this address in the address field:
80, 80/5 Moo 1, Wichitsongkram, Kathu, Kathu, Phuket

- 4) Review the information displayed on the screen and click “Submit” to confirm your information.

The screenshot shows the 'Notification of staying in The Kingdom (Over 90 days) - TM 47' form. It is divided into two main sections: 'Personal Information' and 'Address Information'. The 'Personal Information' section includes fields for Passport No., Nationality, Surname, Given Name, Middle Name, Gender, Date of Birth (DD/MM/YYYY), Arrival Thailand Date, and Stay Visa Expire. The 'Address Information' section includes fields for Building Name / Owner Name, Address No., Soi/Road, State/Province, City/Ampur, District/Tambon, Phone No., and Contact Person details (Surname, Given Name, Phone). There is a checkbox for 'Use Login Information'. Below the form, there is an 'Important Note' section with bullet points and a checkbox for 'I acknowledge that I have read and agree to the above Terms and Conditions'.

- 5) You will receive an auto-generated confirmation email sent from noreply@eservices.immigration.go.th to your registered email that will include the application reference number, passport number, nationality, and time received.
- 6) The result of your application will be sent via the registered email address within 3 working days. The auto-generated email will indicate if your application has been approved, the next due date of reporting, your full name, passport number, nationality, and approved date.
- 7) Download and print out the “Receipt of Notification” (figure 8) attached in the email. Staple it in your passport as proof of reporting.
- 8) Fifteen days before your next 90-day reporting due date, you will receive an auto-generated email sent to your registered email address to notify you of the due date.

Checking the status of online 90-day reporting:

- 1) Go to the login page for the Notification of Staying in the Kingdom <https://tm47.immigration.go.th/tm47/#/login> and fill in your registered email address and password.
- 2) Click “Check the Status of Application”



- 3) The system will display the list of all submitted applications. Alternatively, you may fill in your passport number and click “Search.”

4) You can view and/or download your “Receipt of Notification” (figure 8) in this page.



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.

5.5 Re-Entry Permit (TM. 8)

Students holding **single-entry visa** or **extension of stay** must apply for a re-entry permit (figure 9) 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**. So be sure to do your **extension of stay** first before applying for a re-entry permit.

Students holding **multiple-entry visa** can exit Thailand without obtaining this re-entry permit.



WARNING: Exiting Thailand without this permit will automatically **invalidate** your **single-entry visa** or **extension of stay**. You will get a 30-day visa exemption stamp instead when you re-enter Thailand. Consequently, you must leave Thailand and re-apply for a new Non-ED Visa.

There are 2 types of re-entry permits:

- ➔ Single re-entry permit: If you intend to leave Thailand only one time within your visa or extension of stay validity period. If you need to leave Thailand again, you will have to apply for a new re-entry permit. The fee for a single re-entry permit is **1,000 baht (cash only)**.
- ➔ Multiple re-entry permit: If you intend to leave Thailand multiple times within your visa or extension of stay validity period. The fee for a multiple re-entry permit is **3,800 baht (cash only)**.



Figure 9: Single and Multiple Re-Entry Permits

Required documents:

- Completed and signed TM. 8 application form (can be obtained from IAC)
- Signed photocopies of:
 - Passport (main page)
 - Current [visa/extension of stay](#) or printout of E-Visa
 - Last [entry stamp](#)
- Up-to-date [address registration](#)
- One recent passport-size photograph (2 inches/4x6 cm)
- Application fee (cash only): 1,000 baht for single re-entry or 3,800 baht for multiple re-entry

5.6 Passport

5.6.1 New Passport

When you renew your passport, you must transfer your [visa/extension of stay](#) stamps from the old passport to the new passport.

Required documents:

- Completed Transfer Form (at Immigration)
- Up-to-date [address registration](#)
- Copies from following passport pages:
 - Front page of new and old passport
 - Current [visa/last extension of stay](#) or printout of E-Visa
 - Last [entry stamp](#)

5.6.2 Lost or Stolen Passport

If you lost your passport, you must:

1. Report it to a nearby police station and obtain a police report
2. Report to your embassy and apply for a new passport
3. Inform IAC immediately
4. Go to the Immigration Office to transfer your [visa/extension of stay](#) stamp(s) to your new passport.

Required documents:

- Completed Transfer Form (at Immigration)
- Up-to-date [address registration](#)
- Police report confirming the loss of passport
- Copies from following passport pages:

- Front page of new passport
- Front page of old passport (if available)
- Last [extension of stay](#) (if available)
- Last [entry stamp](#) (if available)

5.7 Immigration Matters Summary

5.7.1 Immigration Checklist

	Description	Remarks
Pre-arrival	Apply for Non-ED visa	Number of entry: single-entry or multiple-entry
On arrival	1. Receive entry stamp	<ul style="list-style-type: none"> - Keep in passport at all times - Double-check if stamped correctly
During study period	1. Do address registration 2. Do 90-day reporting 3. Exit Thailand every 90 days 4. Apply for an extension of stay 5. Do address registration update 6. Apply for re-entry permit before going abroad	Within 24 hours after arrival. For single-entry visa holder only. For multiple-entry visa holder only. Notify IAC at least 2 weeks before expiry date: <ul style="list-style-type: none"> • For single-entry visa holder, or • For multiple-entry visa holder who does not exit Thailand by the 90th day Within 24 hours of arrival when: <ul style="list-style-type: none"> • Returning from abroad • Moving to new residence • Returning from any overnight stays at a place other than registered residence For single-entry visa holder only. Without this permit, your visa will be voided when re-entering Thailand.
End of study	Cancel extension of stay	<ul style="list-style-type: none"> • Notify IAC at least 2 weeks before last day of studying. • For single-entry visa holder only.

5.7.2 Immigration Fees and Fines (in Cash Only)

Overstay fine	<ul style="list-style-type: none"> • 500 baht per day, maximum 20,000 baht • Deported and banned from re-entering Thailand if overstayed more than 90 days
Extension of stay fee	1,900 baht
Late 90-day reporting fine	2,000 baht or 5,000 baht if get arrested
Late address registration penalty	You: Denied any services at Immigration Office Your landlord: 8,000 baht
Re-entry permit fee	Single re-entry: 1,000 baht Multiple re-entry: 3,800 baht

5.7.3 Single-Entry and Multiple-Entry Visa Comparison

	Single-Entry Visa	Multiple-Entry Visa
Number of entry	One	More than one
Visa fee	2,000 baht or equivalent	5,000 baht or equivalent
Visa validity	90 days of visa issuance	Up to one year of visa issuance
Permitted length of stay	90 days initially, then can be extended to up to one year	Not exceeding 90 days at a time until visa expires. Must exit and re-enter Thailand every 90 days
Address registration	Yes	Yes
90-day reporting	Yes, in person or online	No, but must exit Thailand every 90 days
Re-entry permit	Yes, must apply before leaving Thailand	No

6. Essential Information for Students

6.1 Undergraduate Student Uniforms

1. All undergraduate students are required to wear the prescribed university uniform when attending classes, official events, and activities on campus
2. Wear proper, closed-toe shoes to classes/offices on campus
Note: Slippers are not acceptable footwear
3. Shirts should be neatly tucked in at all times
4. Uniforms should be modest, avoid wearing close-fitting shirts and pants/skirts



Females

- Shirt: plain white, short-sleeved
- University badges: one pinned to the left collar and the other on the right chest side
- Skirt: plain, black
- Belt: regulated university belt and buckle
- Socks: white, long or short
- Shoes: plain black/dark colored, polite casual, closed-toe

Males

- Shirt: plain white, long-sleeved
- Necktie
- University badge: pinned to necktie
- Pants: long, black
- Belt: regulated university belt and buckle
- Socks: black
- Shoes: plain black/dark colored, polite casual



6.2 Banking and Student ID Card

As a student, you will need to open a bank account with Siam Commercial Bank (SCB) at Central Festival branch or any other branches. You will use the SCB ATM card as your permanent PSU student ID and PSU Phuket library card.



- ➔ To open an account at SCB, you will need to bring your passport and have a local contact information. After opening a savings account, you will pay around 300 baht for the ATM card fee.
- ➔ You will be asked to sign some documents and create a 6-digit passcode for your ATM card.
- ➔ If you lose your card, you will have to pay 100 baht for it to be replaced.

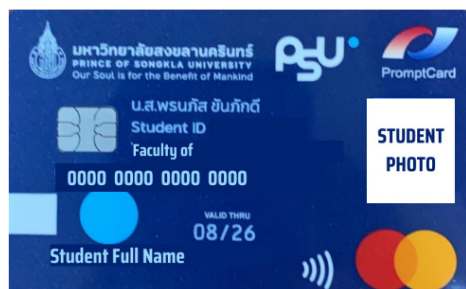


Figure 50: Student ID Card

For a permanent PSU student ID card, go to the Registration Office on the 1st floor of the President's Office Building (Bldg. 7). Complete an application form and take it to Siam Commercial Bank (SCB) along with your passport and ID-sized student photos. You will then be issued your permanent PSU Phuket student ID card. There is no charge to make your permanent student ID card; however, if you lose it, you will have to pay 100 baht for it to be replaced.

For a temporary PSU student ID card, go to the Registration Office on the 1st floor of the President's Office Building (Bldg. 7). Bring your passport and ID-sized student photos. The temporary card can be issued immediately at no charge.

6.2.1 Lost Student ID Card

If you lost your student ID card, please follow the following steps:

1. Report to a nearby police station and obtain a police report
2. Bring the police report, student photos, and 100-baht fee to the Registration Office (1st floor of Building 7) to get a temporary student ID card
3. Re-apply for a new student ID card at Siam Commercial Bank (SCB)

6.3 Health Insurance

Starting from Academic Year 2022 onwards, the university will implement a new policy for mandatory health insurance for all international students throughout the 5 PSU campuses. All international students are required to have basic health insurance coverage to be able to register for classes. Students can purchase a health insurance plan from any private insurance companies in Thailand or from home country, as long as the insurance coverage is valid to be used in Thailand. Read the official University Announcement [here](#).

Students can also purchase health insurance plan through the university. For more information on health insurance plans and application form, please contact IAC.



To validate your health insurance, go to <https://hif.psu.ac.th/>. Log in the system using your PSU Passport. Read the guideline on how to use the system [here](#). Make sure to fill out all information correctly in the system, especially your valid email address. You will receive a notification when your health insurance has been accepted or rejected. If rejected, please read the rejection reason(s) carefully before resubmitting.

6.4 Group Accident Insurance

Group accident insurance is provided by Muang Thai Life Assurance (<https://www.muangthai.co.th/en>) for all full-time PSU Phuket students. Special courses students or exchange students may not be entitled to this insurance as they may be covered by their home university or have personally purchased it.

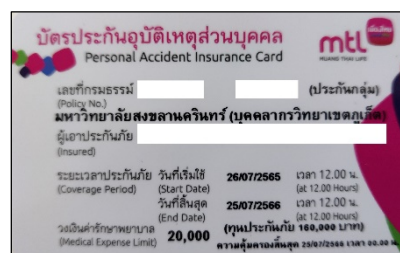


Figure 11: Group accident insurance card

The Student Affairs Office will automatically apply for the group accident or renew it at the beginning of Semester 1 after the student registration in the PSU Student System has been completed. For any inquiries, contact Student Affairs officer Ms. Waewta Intarachit at: waewta.l@phuket.psu.ac.th.

6.4.1 Accident Insurance Coverage



Coverage period

First year students	11 July 2022 - 26 July 2023 at 4:30 pm
Second year students and higher	26 July 2022 - 26 July 2023 at 4:30 pm

Summary of Insurance Coverage:

Coverage	Benefits (baht)
1) Loss of life, dismemberment, loss of eyesight or hearing or speech or permanent disability due to general accidents	160,000
1.1 Murder or being physically assaulted	160,000
1.2 Riding or traveling on motorcycle	160,000
1.3 Strikes, protests or riots	160,000
2) Funeral expenses in case of death from injury and illness	40,000
3) Medical expenses per accident	20,000
4) Emergency medical evacuation or repatriation	5,000
5) Public accident benefits Public Accidents: Accidents occurred in public buildings and public transportations. The insurance covers the following:	320,000
5.1 As a passenger and the accident occurred on public transportations	
5.2 As a public elevator passenger	
5.3 As a bystander in any public building on fire	

Medical Care Benefits

The group accident insurance covers medical expenses for both outpatient and inpatient medical treatments by licensed physicians or surgeons at any public or private hospitals in Thailand or overseas. The insurance covers actual medical expenses which may not exceed the maximum insured amount of **20,000 baht per accident**.

6.4.2 Credited Hospitals

The hospital expenses are automatically covered by the insurance company only at the following 5 hospitals:

1. Bangkok Hospital (<https://www.phukethospital.com/>)
2. Bangkok Hospital Siriroj (<https://phuketinternationalhospital.com/en/>)
3. Mission Hospital (<https://www.missionhospitalphuket.com/>)
4. Vachira Hospital (<https://www.dibukhospital.com/>)
5. Patong Hospital (<http://www.patonghospital.go.th/main/>)

You must show your original passport, insurance card (figure 11), and student ID card (figure 10) to receive automatic insurance coverage.

6.4.3 Reimbursement

If you go to any non-credited hospitals, you have to pay the charges out-of-pocket first then you can submit a claim afterward.

For your convenience, download MTL Click app from Google Play or Apple App Store.

The required documents to be submitted to the Student Affairs Office to request for a reimbursement from the insurance company:

Required Documents:

- In case of accident
 - Completed reimbursement form
 - Original receipts from the hospital
 - Original doctor certificate
 - Signed copy of passport
 - Signed copy of student ID card (figure 10)
 - Signed copy of insurance card (figure 11)
 - Signed copy of bankbook (first page with account number)
- In case of death

Documents of the deceased:

- Completed reimbursement form
- A death certificate
- A copy of passport and student ID card of the deceased
- A copy of house registration certificate
- A police report
- An autopsy report (accidental death only)

Documents of the next of kin or beneficiary:

- A copy of passport
- A copy of bankbook



6.5 Extracurricular Activities

All undergraduate students are required to complete at least 100 activity unit hours as outlined in the [curriculum](#) prescribed by the university in order to graduate.

1. Required Activities (≥40 activity unit hours)

The university requires students to participate in the activities according to their year of study and students must take part in activities of not less than 10 activity unit hours. Therefore, within four years of study, students have to join in not less than 40 activity unit hours. The required activities are:

1. Freshman Preparation (≥10 activity unit hours)
2. Community and Cultural Engagement for Sophomores (≥10 activity unit hours)
3. Global Discovery for Juniors (≥10 activity unit hours)
4. Job Orientation for Seniors (≥10 activity unit hours)

2. Elective Activities (≥60 activity unit hours)

Students can select projects or activities according to their interest, consisting of not less than 60 activity unit hours. There are seven types of activities:

1. Activities Promoting Public Awareness and Volunteering
2. Activities Promoting and Fostering Honesty and Integrity
3. Activities Promoting and Developing Knowledge, Social Skills and Professional Skills
4. Activities Promoting Health and Recreation
5. Activities Promoting Art, Culture and Religion
6. Activities Promoting Democracy and Being Proud of the University
7. Activities promoting internationalization and global competence

Read the Official University Announcement [here](#).

Read PSU Phuket Official Announcement [here](#).

Download the Y Activity List for Academic Year 2022 [here](#).

Download the Student Credit Activity Handbook for Academic Year 2022 [here](#).

6.5.1 Student Activity Staff

1. Ruangrat Jiratthiwarutkun (P’Nue)

Student activity system administrator

2nd floor, President’s Office Building (Building 7)

+66(0)76 276000 Ext. 6531

ruangrat.j@phuket.psu.ac.th



2. Surawut Japrang (P’Marn)

Student activity staff

2nd floor, President’s Office Building (Building 7)

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surawut.j@phuket.psu.ac.th



3. Sopon Junthip (P’Peter)

Faculty of Technology and Environment

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+66(0)76 276000 Ext. 6043

sopon.j@phuket.psu.ac.th



4. Nattanicha Chanthong (P’Pim)

Faculty of Hospitality and Tourism

3rd floor, Internship Office (Building 2)

+66(0)76 276000 Ext. 6829

nattanicha.c@phuket.psu.ac.th



5. Kriangsak Putnuan (P’Pop)

Faculty of International Studies

1st floor, Building 3

+66(0)76 276000 Ext. 6697

kriangsak.p@phuket.psu.ac.th



6. Voranuch Yanasakd (P’Nui)

College of Computing

1st floor, Dean’s Office (Building 6)

+66(0)76 276000 Ext. 6562

voranuch.ya@phuket.psu.ac.th



6.6 Resignation and Temporary Leave

If the student decides to resign or take a temporary leave from their studies, they must contact their faculty advisor and the Academic Office to complete the necessary paperwork.

6.7 Request Forms

All request forms can be found in this [website](#). For educational certificate/transcript, submit the request [here](#).

7. PSU Phuket Facilities and Services

7.1 PSU Passport and Internet System Login

You will be issued a PSU Passport containing an assigned username and a temporary password to log in to the on-campus internet system. When you open your web browser, the *User Identification Portal* page (figure 12) will be the first page that pops-up on your screen. You must log in using your PSU Passport to use the internet. After your first login, you can change your password if you wish. If this page is not automatically shown when you first open your web browser, type in <http://login.psu.ac.th> in order to log in.

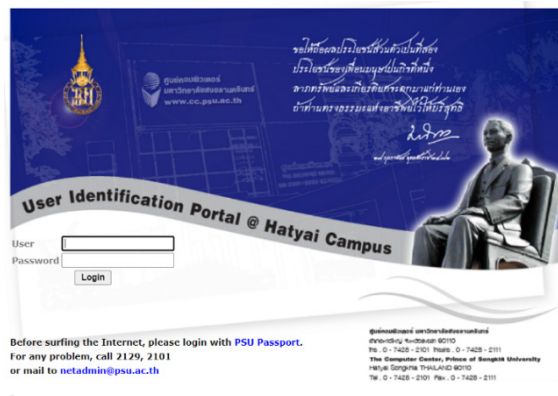


Figure 62: User Identification Portal page

7.2 Health Service

A free of charge nurse-led clinic is available for all PSU students on the 1st floor of Building 6. The walk-in clinic is a limited-service facility offering basic health services to treat common illnesses and wounds. The clinic is open on Monday to Friday from 9:00 am - 5:00 pm with a full-time registered nurse on duty. A part-time doctor from Vachira Hospital is available only from 12:00 - 3:00 pm on Tuesdays.

Phone number: 076 276000 ext. 6705

7.3 Sports Complex

The Sports Complex is a brand new, state-of-the-art, 5-story sports and recreation complex that offers a wide range of indoor and outdoor facilities such as: an Olympic-sized swimming pool, football field, badminton courts, basketball courts, volleyball courts, tennis courts, table tennis room, and fitness suite.

The Sports Complex is open on Monday - Saturday from 3:00 - 9:00 pm and closed on Sunday. Membership for students is free, but you must show your student ID card.

For more up-to-date information, please follow its [Facebook](#) page or contact Ms. Naruemon Chodchuang at: naruemon.c@phuket.psu.ac.th. For online facility booking, go to: <https://sports.phuket.psu.ac.th/>.

7.4 Library

The library is located on the 2nd floor of the Learning Center Building (Building 5). For more information, visit: <https://www.phuket.psu.ac.th/library/>.

Library hours

➔ Semesters 1 and 2

Monday - Friday from 8:30 am - 7:30 pm

Saturday - Sunday from 8:30 am - 4:30 pm

Note: Library is closed on public holidays

➔ Semester Break

Monday - Friday from 08:30 am - 04:30 pm

Note: Library is closed during weekends and public holidays

Library Services

1. Circulation
2. Information service
3. Books reservation
4. Online Public Access Catalog (OPAC), online database searching service
5. Inter-Library Loan (PSU Library Network and PULINET)
6. Co-service with Phuket Rajabhat University (PKRU)
7. Self-service photocopy
8. Printing service
9. Study room for 3-5 people

PSU Phuket Library Privileges

	Books	Borrowing Period	DVDs or CD-ROMs	Borrowing Period
Lecturers	15	30 days	3	7 days
Graduate students	10	14 days	3	7 days
Staff/undergraduate students	5	7 days	3	7 days

Notes:

- ➔ You must show your PSU student ID card to borrow books/DVD/CD-ROM
- ➔ Overdue fine is 3 baht/day

- ➔ The library will not provide lending services two weeks prior to the examination period.
- ➔ Periodicals, newspapers, and reference materials are to be used only in the library.

7.5 The Hub

The Hub is a brand new learning space managed by the IAC located on the 2nd floor in the newly built International Services Center Building (Building 10). The common room is equipped with state-of-the-art interactive whiteboard, big screen TV, projectors, and sound system.



At the moment, The Hub is available to be used only by international students. The Hub will also function as a center for international students' activities, International Alumni Association, international news and events, academic programs information, international scholarships, international virtual mobility programs, and international guest relations.

To use the space, international student must reserve the room through the system: <https://rooms-reserve.phuket.psu.ac.th>. Once reservation is confirmed, the international student must bring his/her student ID card to IAC Office on the 2nd floor of Building 7 to get the keycard to enter the room. The keycard must be returned to IAC Office within 24 hours during office hours. There is a 500 baht fine for lost keycard.



Rules when using The Hub:

1. No food and drinks are allowed in the room
2. Smoking is prohibited
3. Keep the area clean. Do not litter.
4. Respect other people in the room, keep the noise down.
5. Be responsible. If you break anything, you will be fined more than the value of the broken thing(s).
6. Don't forget to turn the lights and air conditioner off before leaving the room every time.

Hours of Operation

Days: Monday, Wednesday, Friday

Time: 09:00 am - 04:00 pm

Closed during public holidays

7.6 Housing

7.6.1 On Campus

Dormitory:

Every room is air-conditioned and furnished with beds and mattresses, study desks and chairs, and wardrobes. Private bathroom with water heater is located inside each room. The dormitory does not provide the following things: pillow, pillowcase, mattress cover, bedsheet, blanket, broom, mop, and trash bin.



The maximum occupancy is 2 students per room. Free Wi-Fi access throughout the building. Coin-operated washing machines are available only in the female dormitories. Restaurants and minimarts are situated within the dormitory areas.



Reservation:

Fill out the [reservation form](#) and email it to Ms. Phanichaya Jirajamratkun (Ann), at panichaya.j@phuket.psu.ac.th or matar.j11@gmail.com.

Rates Per Person (in Thai baht) for Academic Year 2/2022:

Person Per Room	1 Month	1 Semester (Jan-May 2023)	Deposit	Electricity (Per Room)	Water (Per Room)
1	4,500	20,250+100*	12,000	7.49/unit	18.19/unit
2	2,250	10,125+100*	6,000		

Remark: *fee for dormitory card

Payment:

1. All new students must pay the deposit and dormitory fee before check in.
2. The deposit and dormitory fee can be paid at all branches of Siam Commercial Bank.
3. When you receive the bank pay in slip, make a copy and keep it. The original bank pay in slip must be submitted to the dormitory officers.

Deposit Fee:

1. All new students must pay the deposit fee before check-in.
2. After moving out of the dormitory, the deposit will be returned. However, if there are any damages to the inventory and/or dormitory room, the deposit will be deducted and the room needs to be cleaned.

Dormitory Fee:

1. All new students must pay the dormitory fee before check-in.
2. Students must notify the Dormitory Office at least one month in advance before checking out.

Utility Fees:

1. The utility fees will be separately charged based on your usage every month.
2. Students must pay the utility bills at the Dormitory Office 1 and 2 in the first week of every month. Utility fees and payment period will be announced on the dormitory's board.

Required Documents for Check-In:

- Two copies of your front page passport
- Two student photos (size 1 inch)

Dormitory Office Contact

Office hours: Monday to Friday, 08:30 - 11:30 am and 12:30 - 4:30 pm

Telephone: Dormitory 2: 076319399 or 0819577535, Dormitory 3: 0812711099

Email: Ms. Phanichaya Jirajamratkun (Ann), panichaya.j@phuket.psu.ac.th or matar.j11@gmail.com

Website: <https://www.phuket.psu.ac.th/en/on-campus-accommodation-2/>

Hotel:

Hotel-style rooms are also available at PSU Lodge. This limited-service hotel is owned and operated by the Faculty of Hospitality and Tourism. PSU Lodge offers daily rates for twin/double/double suite rooms from 700 - 1,600 baht per night and a monthly rate for twin/double/suite rooms from 15,000-25,000 baht per month.



All rooms are uniquely designed and decorated to make guests feel right at home. Each non-smoking room is equipped with air conditioner, free Wi-Fi, refrigerator, hot/cold shower, 32-inch LED TV, private balcony, writing desk and chair, laundry bag/basket, complimentary toiletries, and complimentary bottled water.



For more information on rates and reservations, contact:

PSU Lodge

Telephone: 076276033 or 0812710562

Email: psulodge@gmail.com

Facebook: www.facebook.com/psulodge

7.6.2 Off Campus

There are various off-campus accommodation options for students. You can find affordable single rooms, studios, apartments, and houses all around Phuket ranging from 5,000-20,000 baht per month. The following is a short list of nearby accommodation:

➔ Name: The Scene Condo (<http://www.thescenecondo.com/index.html>)

Property type: Condominium

Room types: bedroom or studio

Price: From 10,000 THB per month

Amenities: Fully-furnished complete with kitchenette, wi-fi, cable TV, fitness room, swimming pool, carpark, 24-hr security guard, finger scanner, and CCTV.



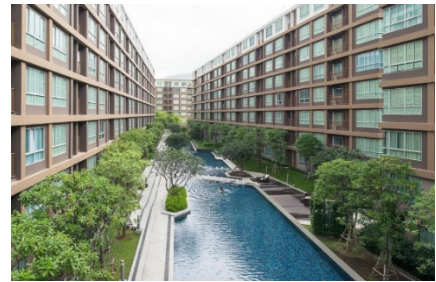
- ➔ Name: DCondo Kathu or DCondo Creek or DCondo Mine
(http://www.sansiri.com/condominium/dcondo_kathu/en/)

Property type: Condominium

Room types: Bedroom or studio

Price: From 10,000 THB per month

Amenities: Fully-furnished, fitness room, swimming pool, carpark, 24-hr security guard, keycard entry, and CCTV.



- ➔ Name: Patara Buree Mansion (<http://www.pataraburee.com/>)

Property type: Mansion

Room type: Studio

Price: From 4,800 THB per month

Amenities: Fully-furnished, internet, cable TV, carpark, 24-hr security guard, finger scanner, and CCTV.



- ➔ Name: Ratchaporn Place Condominium
(<https://www.renthub.in.th/en/condo-projects/ratchaporn-place>)

Property type: Condominium

Room type: Studio

Price: From 10,000 THB per month

Amenities: Fully-furnished, swimming pool, fitness center, carpark, 24-hr security guard, and CCTV.



- ➔ Name: Fruit Valley Resort and Serviced Apartment (<https://fruitvalleyresort.com/>)

Property type: Serviced apartment

Room type: Studio

Price: From 7,500 THB per month

Amenities: Fully-furnished, swimming pool, shared kitchen, coin-operated washing machine, exercise room, and carpark.



To search for other accommodations available in Phuket, you can go to:

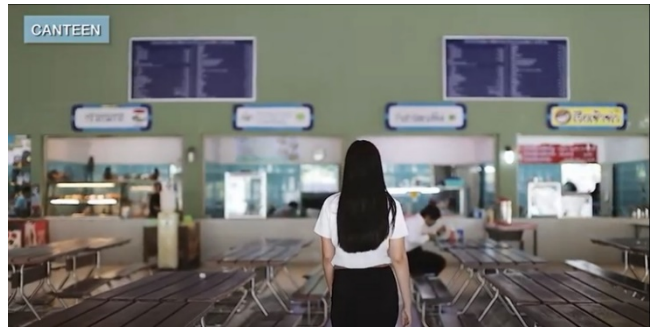
- Renthub: www.renthub.in.th/en/apartment/phuket
- Facebook group: <https://www.facebook.com/Phuketrentcondo/>
- Phuket rent house: phuketrenthouse.com/

7.7 On Campus Dining

Canteen

Hours of operation: Monday - Friday,
6:30 am - 2:00 pm

Location: Across the road from Building 6



They serve a wide variety of food, drinks, and snacks for breakfast and lunch. The prices are very affordable and the portion is quite generous.



O-Oh Cafe @PSU Phuket

Hours of operation: Monday - Friday,
8:00 am - 5:00 pm

Location: 1st floor of the Faculty of International
Studies Building



Sponge Cafe

Hours of operation: Monday - Saturday,
8:30 am - 5:00 pm

Location: 1st floor of the Learning Center Building



Pee Morn @ Building 1

Hours of operation: Monday - Friday,
7:30 am - 5:00 pm

Location: 1st floor of the Faculty of Technology and
Environment Building

Phone: 089-5913259



Sweet Factory Cafe

Hours of operation: Monday - Friday, 8:30 am - 1:30 pm,

Wednesday 8:30 am - 4:00 pm

Location: 1st floor of the Faculty of Hospitality and Tourism Building



7.8 PSU Souvenirs

PSU souvenirs can be bought from the Library on the 2nd floor of the Learning Center Building or ordered online via <https://souvenir.phuket.psu.ac.th/> and <https://www.facebook.com/psuphuket.souvenir>. For inquiries, please email to souvenir@phuket.psu.ac.th.



7.9 Parking and Traffic

7.9.1 PSU Phuket Traffic Flow Map



SYMBOL	DESCRIPTIONS	SYMBOL	DESCRIPTIONS	SYMBOL	DESCRIPTIONS
1	Bldg. 1 Faculty of Technology and Environment	7	Bldg. 7 The President's Office Building	16	Tennis Courts
1A	Bldg. 1A College of Computing	8	Bldg. 8 Indoor Stadium	17	Football Field
2	Bldg. 2 Faculty of Hospitality and Tourism, PSU Lodge	9	Bldg. 9 Sports Complex	18	Building Maintenance Workshop
3	Bldg. 3 Faculty of International Studies	10	Canteen	19	Van Garage
4	Bldg. 4 Workshop Center	11	Arts and Cultural Center	20	Thai Music Workshop Building
5	Bldg. 5 Learning Center (Library)	12	Dormitories 1, 2 (Female Students)	21	Faculty/Staff Housing
5A	Bldg. 5A Main Classrooms/Lecture Halls	13	Dormitory (Male Students)	22	Reservoir
6	Bldg. 6 Main Classrooms and Laboratories	14	Dormitory 3 (Female Students)	23	Natural Reservoir
6	Bldg. 6 College of Computing, ESSAND	15	Basketball Court	24	Water Supply Plant

7.9.2 Traffic and Parking Fines

Violation	Fine (Baht)
Driving against traffic flow	400
Riding motorcycle on sidewalk	400
Parking in a “no-parking” zone	200
Parking in red-and-white curb	400
Overnight parking more than 7 consecutive days	100/day
Removing, tampering with, or destroying wheel-lock	2,000

7.10 PSU Phuket Shuttle Bus

There is a free shuttle bus (minivan) service for students and staff twice a week (Wednesdays and Sundays) from the university to Central Festival Shopping Mall, Tesco Lotus Shopping Center, and Big C Shopping Center. The shuttle bus also goes to Thalang Road Walking Street Market on Sundays. The shuttle bus is not in service during public holidays and may be canceled on occasion due to unforeseen circumstances.

7.10.1 Shuttle Bus Schedule

Day	Wednesday		Sunday			
			Round 1		Round 2	
Pick-Up at Canteen	17:00		11:00		17:00	
	Drop-Off	Pick-Up	Drop-Off	Pick-Up	Drop-Off	Pick-Up
✦ Central Festival	17:15	20:00	11:15	15:00	17:15	20:30
✦ Big C	17:20	20:10	11:20	15:10	-	-
✦ Tesco Lotus	17:30	20:30	11:30	15:30	-	-
✦ New: Thalang Road Walking Street Market (Lard Yai)					17:40	20:00**
Drop-Off at Canteen	21:00		16:00		21:00	

Notes: **Wait in front of Shell Petrol Station, at the temple.

Remarks: 1. This service is free of charge for all PSU Phuket students and staff.

2. Be sure to arrive at the pick-up points at least 5 minutes before the stated time.

3. Note the driver's name and phone number.



8. Getting to Know Thailand

Working Hours for Thai Officials

Official working hours: 08:30 am - 04:30 pm

Financial working hours: 08:30 am - 03:30 pm



8.1 Thai Culture

Although Phuket is a major tourist destination creating a typical “beach culture” of sorts, the fact remains that Phuket is in Thailand and Thai culture is fundamentally a conservative one.

➔ **Thailand is a Kingdom.** Thais revere the royal family, so it is not acceptable to criticize the King or any other member of the royal family. You should never disparage the royal family, be aware that Thailand exercises very strict Lèse-majesté laws.

➔ **Thailand is a Buddhist nation.** Buddhist monks, seen everywhere in their saffron robes, are highly respected. Women should remain a comfortable distance away from the monks as they are forbidden to be in close contact with women. Visitors to Buddhist monasteries must take their shoes off before entering a temple.

➔ **Teachers are also highly respected.** A professor/lecturer is specially addressed in Thai as “Ajarn.”

➔ **To cause a Thai to “lose face” is a serious breach of social etiquette.** “Saving face” means allowing a Thai person to find a way out of an uncomfortable situation without a negative result to their sense of self.

➔ **The “wai” is the traditional manner in which Thais greet each other.** This is a gesture where the palms of the hands are pressed together, prayer-like. Thais will give the *wai* as a sign of respect as well as a greeting/farewell gesture to their seniors.



8.2 Cultural Awareness

➔ Do not touch a Thai person’s head because it is considered the most important part of the body.

➔ Try to maintain your head at the same level as others. If other people are seated on the floor, you should avoid standing over them for a prolonged period of time.

➔ Do not stick your feet out in front of you. Do not point with your feet or put them up on a table in front of where you are sitting.

➔ It is considered impolite to point your finger directly at someone.

➔ When eating with Thais, several dishes are usually ordered. Take a bit of each dish at a time. Do not pile up the food on your plate. To be hygienic, it is recommended that people use shared spoons for shared dishes.

8.3 Thai Driver License

To ensure that you are driving legally in Thailand and are fully covered by your insurance policy, you are strongly advised to apply for a Thai driver license before driving a motor vehicle. Be aware that many insurance companies will only provide a full-coverage for the insured driver who holds a valid Thai driver license.

If you already have an international driver license, you can easily obtain a Thai driver license at the Land Transport Office in Phuket Town without taking the theory and practical driving tests.

Phuket Provincial Land Transport Office
42/1 Rattanakosin Song-Roy-Pee Road
Taladnua, Muang Phuket, 83000
Tel: 076 21 4930

New Driver License

When applying for an initial Thai driver license, arrive at the office before 8:00 am and bring the following:

- ➔ Original passport with valid Non-ED Visa or extension of stay stamp.
- ➔ Photocopy of: the photo page of your passport, the page with the current Non-ED Visa or extension of stay stamp, and the page with last immigration entry stamp.
- ➔ A Certificate of Residence (cannot be older than 30 days) issued by the Immigration Office. If you live on campus, you need to come by IAC and ask for an official university letter of request then go to the Immigration Office to request for the certificate. If you live off campus, you can request for this certificate directly at the Immigration Office. Be advised that you must have an up-to-date [address registration](#) to apply for this certificate.
- ➔ Medical certificate (cannot be older than 30 days old) issued by any hospital or clinic.
- ➔ If available, a valid international driver license with a signed copy, or a translated national driving license from your home country certified by an embassy or consulate.
- ➔ Application fee of 105 baht for motorbike or 205 baht for car.

Note: All documents in languages other than Thai must be translated into English or Thai from your Embassy.

Your initial temporary Thai license will be valid for 2 years. When you renew your temporary license, it will be valid for 5 years.

Procedure and Tests

- ➔ Submit all required documents to be checked by the officer.
 - ➔ An appointment date and a queue number will be given by the officer for the training session and tests (be advised that the next available date may be weeks or even months away).
 - ➔ Day 1: Complete approximately five hours of road safety training in the morning at 8:30 am and take the theory test in the afternoon at 1:30 pm. If you failed the theory test, you may have to return the next day to re-take it.
- Day 2: Color test, reaction test, and practical driving test starts at 8:30 am.

Driver License Extension

You can renew your temporary Thai driver license before it expires and the new license will be valid for 5 years. You must submit all the same required documents as when you apply for a new driver license listed above, excluding the medical certificate. You will only need to do the color and reaction test, and watch a one-hour road safety training video without having to take another theory and practical driving test.

8.4 SIM Card

The Office of the National Broadcasting and Telecommunications Commission (NBTC) requires that all SIMs are registered to a user. Your Passport will be required for a SIM card purchase in Thailand as the carriers need to register the SIM with the user's name and passport number. To do this, the SIM provider will take a photo of your passport and upload it to the NBTC database through a phone app.

There are three major service providers in Thailand: [AIS](#), [DTAC](#) and [TrueMove H](#). These carriers offer a range of prepaid and postpaid packages. You can check your mobile balance and validity via these USSD codes:

AIS: *121#

DTAC: *101*9#

TrueMove H: #123#



If you need to top-up your SIM card, you can do so at almost any convenience stores (i.e. 7-Eleven or Family Mart), mobile top-up machines or *Boonterm*, ATM machines, phone kiosks in shopping centers (i.e. Central Festival, Big-C, Lotus), SIM card provider store, and via online banking.

8.5 Electrical Voltage, Power Plugs, and Socket Types

In Thailand, the standard voltage is 220V and the frequency is 50Hz. You can use your electric appliances in Thailand if the standard voltage in your country is in between 220 - 240V (as is in the UK, Europe, Australia and most of Asia and Africa). If the standard voltage in your country is 110 V (as is in the US, Canada and most South American

countries), you need a voltage converter in Thailand. You can also consider a combined power plug adapter/voltage converter. If the frequency in your home country differs from the one in Thailand (50Hz), it is not advised to use your appliances in Thailand. To be sure, check the label on the appliance. Some appliances never need a converter. If the label states 'INPUT: 100-240V, 50/60 Hz' the appliance can be used in all countries in the world. Power plugs and socket types used in Thailand are of type A, B, C, and F:



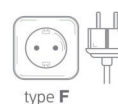
Type A: Mainly used in North and Central America, China, and Japan. This socket only works with plug A (no alternative plugs).



Type B: Like type A but with an extra prong for grounding. This socket also works with plug A.



Type C: Also known as the standard "Euro" plug. This socket also works with plug E and plug F.



Type F: Also known as "Schuko." This socket also works with plug C and plug E.

9. Phuket

Phuket Island is Thailand's largest island located off the west coast of Thailand in the Andaman Sea. Phuket Island is one of Asia's most popular tourist destinations with its beautiful natural sceneries, turquoise-colored sea, white sand beaches, lush tropical rainforests, and lovely people. The island has a lot to offer any student who comes to study here.



9.1 Climate

Phuket has a tropical monsoon climate with a dry season from November to April and a rainy season from May to October. Average temperatures are quite consistent year-round with an average annual high of 32°C and a yearly low of 25°C.



Photos: Tourism Authority of Thailand.

9.2 Getting Around

- ➔ **Car rental service:** There are numerous car rental services in Phuket. Cars can be rented at the airport, in Phuket town, and at most of the more popular beaches. Be aware that only first class insurance provides full coverage on rental cars, as opposed to limited personal or third-party only insurance. Most international car rental agencies will offer this insurance, some only for those with a valid international driver's license, while local companies may or may not. You may wish to request a copy of the car rental service insurance policy and ensure that it states "For Commercial Use." Always inspect the rental vehicle prior to renting it. Drive with caution, particularly as traffic in Thailand can be quite confusing, especially the habit of Thai motorcycle riders that ride on the wrong side of the road. **You are strongly advised to have an international or Thai car driver license before driving a car.**
- ➔ **Taxi meter:** Finding a metered taxi around Phuket can be somewhat difficult. Fares are set at 50 baht for the first two kilometers, then 12 baht per kilometer for the next 13 km, then 10 baht per kilometer thereafter. A 100-baht surcharge will be imposed if departing from the airport.
- ➔ **Mobile App Taxi:** Ride-sharing and app-based taxi services are available around town. Download Grab/InDriver/Bolt app from App Store or Google play to use these services.



- ➔ **Motorbike rental:** For around 200 to 300 baht per day, you can rent your own 100-150cc motorbike, which will typically require you to submit a copy of your passport as a deposit. Be sure to inspect the motorbike prior to renting and ride with extreme caution as rental motorbikes are not normally insured and accidents are frequent. Helmets are required by Thai law. **You are strongly advised to have an international or Thai motorbike driver license before riding a motorbike.**
- ➔ **Motorbike taxi:** Great for short distances and available anywhere all day and night. Motorcycle taxi drivers usually wear red or green vests and will take you anywhere. Be sure to negotiate the price before you get on. Fares depend on the distance and your bargaining skills.
- ➔ **Tuk-Tuk:** Can be chartered for travel between the beaches and Phuket Town or between different beaches; however, rates are negotiable and will cost at least 300 baht from campus to Patong Beach, 350 baht to Karon and Kata Beach, and 400 baht to Nai Harn and Kamala Beach.



➔ **Local bus (songtaew):** local pink or blue open-air buses operate from the downtown fresh market on Ranong Road in Phuket Town to various destinations including most beaches. The cost ranges from 30 baht to 50 baht/person/trip. Normally the service runs regularly between 7:00 am and 6:00 pm daily.

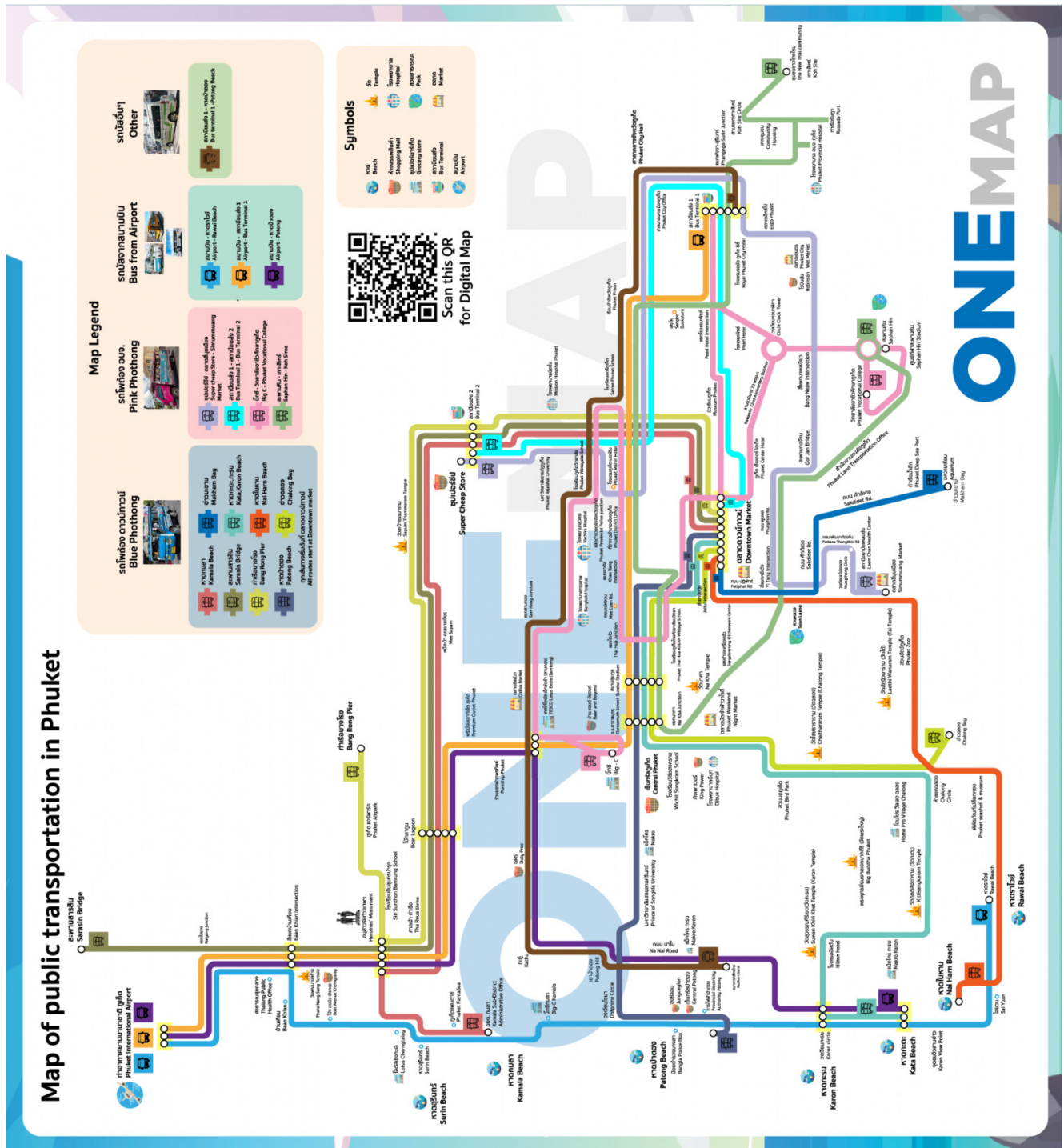
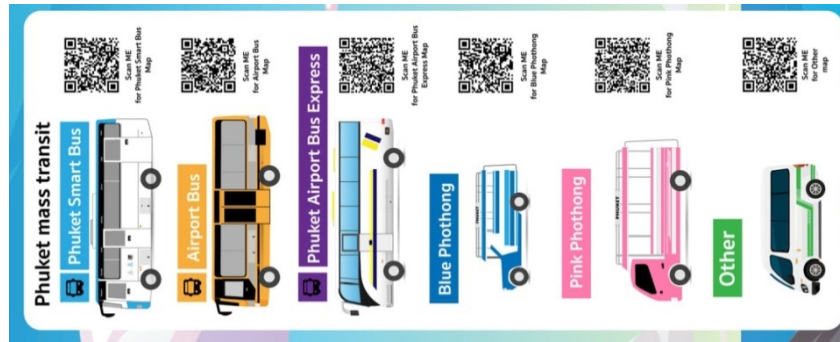


➔ **Boat to islands near Phuket:**

Boats to nearby islands can be found at the following ports:

- **Rawai Beach:** An old local port, it is from here that long-tail boats depart for nearby islands such as Koh Hey, Koh Racha Yai, Koh Mai Thon, Koh Lon, etc. The chartered price depends on the distance.
- **Ao Chalong:** The largest port of Phuket servicing all kinds of boats, including cruisers of tour companies that organize package tours to other islands.
- **Ao Makham:** Located near Cape Panwa, this port is only for cruisers and container ships.
- **Boat Lagoon Port (Ao Sapam):** This port is for traveling boats of tour companies.

9.2.1 Map of Public Transportation in Phuket



Source: <https://phuketonemap.com/all-route/>

9.2.2 Airport Transportation

- ➔ **Taxi:** Taxi is the most convenient way of getting to/from the airport and also the most expensive. Metered taxi and flat-rate taxi counter services are available at the arrival hall. A one-way trip from the airport to the university costs approximately 600-800 baht depending on the time of day.
- ➔ **Airport Bus:** It travels to and from Phuket Airport and Phuket Town Bus Terminal 1 with one price of 100 baht. Tickets are available at the airport, the bus terminal and on the bus. The bus leaves almost every hour from 6:00 am - 6:00 pm (from Phuket Town) and 8:30 am - 8:30 pm (from the airport). For more details, visit their website at: <http://www.airportbusphuket.com>.
- ➔ **Phuket Smart Bus:** It travels to and from Phuket airport and Rawai Beach, along the coastal route on the west coast with one price of 100 baht. Payment is by Phuket Rabbit Card, cash, or PromptPay. The service starts from 10:30 am - 9:00 pm (from the airport) and 9:30 am - 8:30 pm (from Rawai Beach). For more details, visit their website at: <https://phuketsmartbus.com/>



9.3 Local Events

- ➔ **Chalong Temple Fair:** This is an annual fair at Chalong Temple (Wat Chalong), Phuket's largest temple. It is held every year around Chinese New Year. It features fair rides, stalls with clothes, handicrafts, furniture, flowers, fruit, toys, snacks, games and plenty of food, as well as live music at night, a great cultural experience.
- ➔ **Phuket Old Town Festival:** The festival is held in the historical center of the Old Town along Thalang, Krabi, and Phuket Roads. During the festival, roads around the Old Town are turned into walking streets.
- ➔ **Thao Thepkrasattri and Thao Sri Sunthon Fair:** This event is held on March 13th every year to commemorate the two great heroines who rallied the Thalang people to resist Burmese invaders.
- ➔ **Songkran Festival:** Thailand's most famous festival. The Thai New Year marks the beginning of the solar calendar. Songkran is a loud, boisterous festival that features a lot of water throwing in the streets. Prepare to join in the fun and get very wet!
- ➔ **Baba (Peranakan) Wedding Festival:** The *Baba* term is used for descendants of the earliest Hokkien Chinese immigrants in Phuket. Phuket's 2-day *Baba* wedding festival is a time to re-enact the traditional *Baba Peranakan* wedding celebration in the historical Phuket Old Town. In the mass wedding ceremony, the brides and grooms are dressed in traditional, sophisticated *Baba* style.

- ➔ **Kathu Street Culture Festival:** The festival showcases the cultural heritage of one of Phuket's oldest and most vibrant communities. Enjoy exhibitions of art, the way of life in the Kathu community, exhibitions of local tin mining, stage performances, savory local cuisine and local products.
- ➔ **Por Tor Festival:** The "Hungry Ghost" festival is an important merit-making event for the ethnic Chinese. Special food, flowers and candles are offered to ancestors on altars. Other offerings are made to 'feed the ghosts without relatives' that are said to have been released from hell for the month.
- ➔ **Vegetarian Festival:** A colorful event held over a nine-day period in October, this celebrates the Chinese community's belief that abstinence from meat and various stimulants during the ninth lunar month of the Chinese calendar will help obtain good health and peace of mind. Phuket islanders of Chinese ancestry commit themselves to a 9-day vegetarian diet, a form of purification believed to help make the forthcoming year "trouble-free." The festival is marked by several ascetic displays, including fire-walking and ascending sharp-bladed ladders.
- ➔ **Patong Carnival:** Annual celebration marking the beginning of the high season in Phuket. The 3-day celebration sees Patong's Beach Road crowded with displays, stalls and activities, as well as the flamboyant costumes and lively atmosphere.
- ➔ **Loy Krathong Festival:** Thailand's "Festival of Lights" is held annually on the evening of the 12th lunar month, usually in the first half of November. Celebration involves various rituals at the Buddhist temples around Phuket, but the most famous and popular part is the launching of a *krathong*—a floating lantern carrying candles and incense sticks, as well as all of your wishes. As any large body of water is illuminated with thousands of little lights, it creates a magical, wondrous sight.
- ➔ **Laguna Phuket Triathlon:** This Southeast Asia's premier multi-sport event is held every December. The triathlon includes a 1.8 km swim, 55 km cycle and 12 km run. It attracts many athletes from all over the world.
- ➔ **Phuket King's Cup Regatta:** The Phuket King's Cup Regatta is Asia's biggest and most popular regatta held every December to celebrate the late King Bhumibol's birthday. The King's Cup Regatta attracts some of the world's best yachtsmen, yachtswomen and their expensive boats to the waters of Kata Beach, off the island's west coast, where these local and visiting sailors vie for the coveted trophy, creating a truly spectacular sight in the process.

Source: <http://www.phuket.com/events.htm>

9.4 Safety Recommendations

IAC would like to remind you of some key safety recommendations during your stay in Phuket. Please be **responsible** and use **caution** and **common sense** at all times. Tourist scams are quite common in Phuket. The following are a few important recommendations:

1. Always wear your helmet when riding your motorcycle and carry your motorbike driver license and a photocopy of your passport at all times.
2. Never leave your passport as a deposit when hiring transport but by all means leave a photocopy. Thai law implicitly states that you must have your passport with you.
3. When renting accommodations, always make sure that you legally sign a rental contract with the Juristic Management or the owner and retain one original copy. Also always keep proper receipts of payment, issued by either of the above for future reference if needed.
4. Swimming flags and warning signs on the beaches are to be taken seriously, when the signs say no swimming, follow the rules.
5. When drinking at bars, make sure you buy your own drinks and that all bottles are opened in front of you. You must be extremely vigilant when out at bars at night and always avoid getting into arguments.

10. Emergency Phone Numbers

Campus security guard (gate 1)	076-276000 ext. 6442
Campus security guard (gate 2)	076-276000 ext. 6445
Campus clinic	076-276000 ext. 6705
Tourist police	1155
Police (general emergency)	191
Fire Department	199
Ambulance and Rescue	1669
Bangkok Hospital Siriroj	076 210 935
Bangkok Hospital Phuket	1719 or 076 254 425
Dibuk Hospital	076 298 298
Mission Hospital	076 237 227
Vachira Hospital	076 361 234