



STUDENT VISA

A foreign student is able to have a student visa by 2 choices below.

Choice 1

Apply Student Visa (ED) for 3 months from abroad and extend 1-year visa in Thailand

Cost: 7,700 THB per student

Procedure

- 1 Inform all information below with the school to obtain the letters and documents that must use to submit with Thai Embassy/Consulate**

1.1 The application date

Please note: the letters and documents are valid only 30 days after issuing

1.2 Inform which Thai Embassy/Consulate you are going to apply for the visa

1.3 In case the original letters and documents are needed, please provide us the address of recipient, we will deliver them by DHL (worldwide shipping) and Thailand Post (Domestic shipping) which cost will be deducted from a student deposit.

Please note: In case you come to receive them at the school, there will be no charge.

- 2 After submitting and applying for a visa, you will get a visa for 3 months**
- 3 When in Thailand, they will be able to process for a 1-year visa extension**

In case parents will require the school to assist for a 1-year visa extension, please drop a student passport off with the school visa team on the first visit day at school, so that we will keep student's information on our record.

- 4 Wait until their 3-month visa has a maximum 45 days remaining before the expiry date, then the process of 1-year visa extension will begin**

Please note: In the case the student is traveling out before the date they can apply for the 1-year visa, the student must do a re-entry first.

- 5 When the scheduled time arrives, the school will make an appointment with a student to process their 1-year visa. On the same day, they will get a stamp of 1-year visa immediately.**

Choice 2

Changing a type of visa and extend 1-year visa in Thailand

**Cost: 7,000 THB + 7,700 THB
= 14,700 THB per student**

Remark:

- 1. The visa types that can be changed include: ~~W30~~, ~~W30~~, ~~W90~~.*
- 2. To process a changing type of visa, their current visa must have **more than 16 days remaining** before the expiry date.*

Procedure

- 1 The student that holds visa on arrival or tourist visa to enter Thailand is able to change a type of visa which has process as follows:**

1.1 Submit the documents at the immigration office in Thailand (Student must be showed up)

1.2 Wait around 15 days for an approval result

Important: The student is not allowed to travel out of Thailand during these 15 days.

1.3 Visit the immigration office again to get an approval result, and will get a visa for 3 months first. (Student is not required to showed up)

1.4 Wait until their 3-month visa has a maximum 45 days remaining before the expiry date, then the process of 1-year visa extension will begin.

Please note: In the case the student is traveling out before the date they can apply for the 1-year visa, we will take the student to do a re-entry at immigration office.

- 2 When the scheduled time arrives, the school will make an appointment with a student to process their 1-year visa. On the same day, they will get a stamp of 1-year visa immediately.**

Required Document for **Day Student** to change a type of visa and extend 1-year visa in Thailand

- Original passport
- TM30

Definition: The TM30 notification and its underlying laws are about the obligation of a landlord (housemaster, possessor, or manager) to report the stay of a foreigner (non-Thai national) in his/her property.

Required Document for **Boarding Student** to change a type of visa and extend 1-year visa in Thailand

- Original passport

Remark:

- The school visa team does not provide a service to cancel the visa of a new student that transferred from another school in Thailand. Please liaise with your old school to cancel the visa before
- At the beginning after every break, we will send an email to parents to remind their student to drop a passport off at the front office desk so that the school visa officer will be able to update in the record if they leave Thailand during break or not because leaving from Thailand will affect their 90 days report.
However, if a student does not give their passports to us as our requirement, it causes us to miss some departure and arrival's information of a student. We won't be responsible for this mistake.



GUARDIAN VISA

A parent is able to have a guardian visa by 2 choices below.

Choice 1

Apply Guardian Visa (O) for 3 months from abroad along with a student and extend 1-year visa in Thailand

Cost: 7,700 THB per parent

Procedure

- 1 Please confirm whether Father or Mother will accompany the student, so that we can issue the letters and documents the same as a student's.

Please note: 1 student can be accompanied by only 1 guardian

- 2 After submitting and applying for a visa, you will get a visa for 3 months
- 3 When in Thailand, they will be able to process for a 1-year visa extension once the 3-month visa has a maximum 45 days remaining

In case parents will require the school to assist for a 1-year visa extension, please inform the school visa team again

Choice 2

Changing a type of visa and extend 1-year visa in Thailand

Cost: 7,000 THB + 7,700 THB = 14,700 THB per parent

Remark: 1. The visa types that can be changed include: *n30, n30, n90.*
2. To process a changing type of visa, their current visa must have **more than 16 days remaining** before the expiry date.

Procedure

- 1 To begin the process of changing type of visa for a parent, their student must have a student visa for 1 year first, after that a parent will be able to run the procedure the same as a student as follows:

1.1 Submit the documents at the immigration office in Thailand (Student must go with the parent showed up)

1.2 Wait around 15 days for an approval result

Important: the parent is not allowed to travel out of Thailand during these 15 days.

1.3 Visit the immigration office again to get an approval result, and will get a visa for 3 months first. (Parent is required to showed up)

Please note: In the case the parent will travel out before the date they can apply for the 1-year visa, they must do a re-entry at immigration office on this day.

1.4 Wait until their 3-month visa has a maximum 45 days remaining before the expiry date, then the process of 1-year visa extension will begin.

- 2 When the scheduled time arrives, the school will make an appointment with a parent to process their 1-year visa. On the same day, they will get a stamp of 1-year visa immediately.

Required Document for **All parents** to change a type of visa and extend 1-year visa in Thailand

The immigration office requires the same documents every time that you will change or extend your guardian visa

1. The original of a Notification Form for House - Master (TM.30)
2. The original proof of family relationship
 - Original and copy of Birth Certificate in Original version
 - Original and copy of Birth Certificate in English Translation
 - Original and copy of Notarial certificate for both documents

**** Please note that documents must be translated into English and certified by the local/overseas Embassy or Consulate of the applicant and by the Legalization Division in Thailand****

3. Your updated Thai bank book showing **more than 500,000 THB for 1 month** for each person (only parents) - Must be the latest update on the day at Immigration Bureau Chaengwattana. Parents are able to ask for a letter from school to open a Thai bank account for guardian visa purposes.

4. The bank certificate issued by the bank. *****Issued by a bank and valid for only 7 days*****

5. The bank statement issued by the bank.

6. The Original passport

7. Your Photos in 3*4 Centimetre



Additional important note:

- 1 For the next year to process a 1-year visa extension, parents must show **more than 500,000 THB for 3 months**, however, other documents are still required the same.
- 2 In case some guardians or parents could not change or extend their visa on the visit date at the immigration which is caused by their unwell-preparedness, there will be a cost of 2,000 THB for making a new appointment date.
- 3 Even though some bank documents need to be collected on the date of the visa application/extension, not all banks are available at the immigration office. You can inform us in advance of which bank you are using, and we will check for you.

Remark:

Service fee for the 1-year visa extension will be applied to 7,700 THB per person, just completing a visa at this time, no monitoring of everything, expiration date of visa and 90 days, at all.

ADDITIONAL SERVICES

1 90 days report

Case No.1 (Normal)

Drop a passport off *more than 15 days before* the expiration date of your current 90 days, there is a cost of **1,000 THB** per person.

Case No.2 (Express)

Drop a passport off *less than 15 days before* the expiration date of your current 90 days, there is a cost of **2,000 THB** per person.

Important: The school visa team has a duty on completing your 90 days for this time of your request only, the team is not responsible for keeping track of the expiration date. You must monitor your 90 days report by yourself.

2 Transfer current visa from the old passport to the new passport

There is a cost of **2,000 THB** per one time.
Students must show up at the immigration office.