

Information and Regulations for

NON-THAI Staff Members

3. Applying For/ Extending Work Permits

3.1 Upon the signed work contract, the Unit proceeds to apply for, or in some cases, extend a work permit for the non-Thai staff member at the Nakhonpathom Provincial Employment Office. The new work permit will expire on the same day as the last day of work specified in the contract. The following should be prepared for application:

- Documents for applying for a work permit (see attachment 1)
- Documents for extending a work permit (see attachment 2)
- A medical certificate which states the member negative for these 6 diseases: leprosy, tuberculosis in dangerous stage, elephantiasis, drug addiction, alcoholism and syphilis (tertiary stage)

*If the new member finds it inconvenient to visit the doctor by themselves, the Unit may assist by bringing them that nearby hospitals of Mahidol University.

Documentation for Applying for a Work Permit

1. A Work Permit Application and Renewal Application form (WP.25) (completed by the applicant) together with two photographs
2. An Education and Job Experience Certification form (completed by the applicant and signed by the Dean) together with degree certificates and academic transcripts of Bachelor's and Master's degrees
3. A Report of an Alien's Recruitment for Work (WP.55) together with a copy
4. A Report of Employment of an Alien (WP.52) together with a copy
5. A letter of request for applying for a work permit signed by the Dean of Faculty of Liberal Arts
6. A copy of employment contract
7. A copy of work contract (both Thai and English)
8. A medical certificate issued by the University
9. Passport and a copy of every passport page that has an entry stamp and, if any, that has a cancelled-visa stamp
10. A copy of TM.6 Departure Card
11. A copy of every page of work permit that has a stamp (if any)
12. A typed employment certification (WP.46) signed by the Dean
13. A copy of the University 3045/2552 Power of Attorney
14. A typed power of attorney signed by the Dean together with a revenue stamp worth 10 baht
15. A certified copy of the Dean's national ID card
16. A copy of the applicant's ID card
17. A document for approval in principle for expense of 3,100 baht (only for non-Thai members recruited before fiscal year 2018)
18. A list of foreigners in the company
19. A medical certificate reporting on Covid-19

B.N.: 1. Cancelled work permits from previous workplaces are not needed.

2. The work contract cannot terminate on the date of 30 September due to the pension regulations.

Documentation for Renewing a Work Permit

1. A letter of request for renewing a work permit signed by the Dean of Faculty of Liberal Arts
2. A Work Permit Application and Renewal Application form (WP.25) (completed by the applicant)
3. A copy of employment contract
4. A copy of work contract (both Thai and English)
5. Passport and a copy of every passport page that has an entry stamp
6. A copy of TM.6 Departure Card
7. Notifications of staying over 90 days
8. A copy of work permit
9. A typed employment certification (WP.46) signed by the Dean
10. A medical certificate issued by the University
11. A typed power of attorney signed by the Dean together with a revenue stamp worth 10 baht
12. A certified copy of the Dean's national ID card
13. A copy of the applicant's ID card
14. A copy of the University 3045/2552 Power of Attorney
15. A document for approval in principle for expense of 3,100 baht (only for non-Thai members recruited before fiscal year 2018)
16. A list of foreigners in the company

Documentation for Request for Change in Work in Work Permit

1. A typed Application for Substitution for Work Permit form (WP.6) signed by the applicant
2. A letter of request for change in a work permit signed by the Dean of Faculty of Liberal Arts
3. Work permit together with a copy of every page
4. A typed Employment Certification (WP.46) signed by the Dean
5. A copy of educational certificates and an Education and Job Experience Certification form
(completed by the applicant and signed by the applicant and the Dean)
6. A typed power of attorney signed by the applicant together with a copy of the applicant's ID
card and a revenue stamp worth 10 baht
7. A typed power of attorney signed by the Dean together with a copy of the applicant's ID
Card and a revenue stamp worth 10 baht

Documentation for Cancelling Work Permit (done before cancelling the visa)

1. A letter for cancelling the work permit signed by the Dean of Faculty of Liberal Arts
2. Two forms for an alien's termination of work (WP.10) (one is with the Department of Employment and the other (stamped) with the Faculty)
3. Work permit (or a copy of every page of the work permit) and a copy of every passport page that has an entry stamp
4. A copy of the University 3045/2552 Power of Attorney
5. A typed power of attorney signed by the Dean together with a revenue stamp worth 10 baht
6. A certified copy of the Dean's national ID card
7. A copy of the applicant's ID card

- B.N.:*
1. The applicant is not required to do this by themselves.
 2. Cancelling the work permit can be done in the last day of contract or last day of work.
 3. The law requires the University cancel the work permit of the member whose contract has terminated.