

Information and Regulations for

NON-THAI Staff Members

4. Holding a Visa

4.1 The new non-Thai member must hold a non-B visa prior to working at the Faculty of Liberal Arts, Mahidol University.

4.2 An extension of the visa is dependent on the contract period. In case the member is considered a renewal of work contract, the Unit will apply for a visa extension for the member at Nakhonpathom Immigration. The following should be prepared:

- Documents for applying for a non-B visa (see attachment 1)
- Documents for extending a non-B visa (see attachment 2)

(attachment 1)

Documentation for Applying for a Non-B Visa (work permit required)

1. A letter of request for applying for a Non-B visa for the non-Thai member signed by the Dean of Faculty of Liberal Arts
 2. An Application for Visa form (TM. 87) (completed by the applicant) together with a photograph
 3. A The Acknowledgement of Penalties for a Visa Overstay form (completed by the applicant)
 4. A copy of employment contract
 5. A copy of work contract (both Thai and English)
 6. A Notification Form for House-Master, Owner or Possessor of Residence or Hotel Manager Where Alien Has Stayed form (TM.30) together with the following documents
 - 6.1 A copy of house registration of the house owner
 - 6.2 A copy of national ID card of the house owner
 - 6.3 Others (one copy each) e.g. marriage registration certificate
 7. A medical certificate issued by the University
 8. Passport and a copy of every passport page that has an entry stamp
 9. A copy of TM.6 Departure Card
 10. A typed employment certification (WP.46) signed by the Dean
 11. A copy of the University 3045/2552 Power of Attorney
 12. A document for approval in principle for expense of 2,000 baht
- B.N.:*
1. If the applicant has a non-B visa despite having been cancelled, they should apply for a visa extension.
 2. The work contract cannot terminate on the date of 30 September due to the pension regulations.
 3. The applicant can apply for a Non-B visa by themselves. In this case, the Faculty will issue a letter for them for visa application or extension at the embassy.

(attachment 2)

Documentation for Extending a Non-B Visa

1. A letter of request for extending the visa for the non-Thai member signed by the Dean of Faculty of Liberal Arts
2. An Application for Extension of Temporary Stay in the Kingdom form (TM.7) (completed by the applicant) together with a photograph
3. A The Acknowledgement of Penalties for a Visa Overstay form (completed by the applicant)
4. A copy of employment contract
5. A copy of work contract (both Thai and English)
6. A TM.30 form with the following documents
 - 6.1 A copy of house registration of the house owner
 - 6.2 A copy of national ID card of the house owner
 - 6.3 Others e.g. marriage registration certificate (one copy each)
7. Passport and a copy of every passport page that has an entry stamp
8. A copy of TM.6 Departure Card
9. Notifications of staying over 90 days
10. Work permit and a copy of every page of work permit
11. A typed certificate of employment (signed by the Dean)
12. A copy of the University 3045/2552 Power of Attorney
13. A document for approval in principle for expense of 1,900 baht (only for non-Thai members recruited before fiscal year 2018)

Documentation for Applying for Re-Entry

1. An Application for Re-Entry Permit to Return into the Kingdom form (TM.8)
2. 1 one-inch photograph
3. A copy of every page of the passport
4. A copy of every page of the work permit
5. Fees
 - 1,900 baht for a single re-entry
 - 3,800 baht for multiple re-entry

Documentation for Cancelling Visa

1. A letter for cancelling the visa specifying the date of work termination signed by the Dean of Faculty of Liberal Arts
2. A copy of stamped cancellation of the work permit
3. Passport and a copy of every passport page that has an entry stamp

- B.N.:*
1. The applicant is supposed, though not required, to visit the Department of Employment.
 2. If the applicant desires to stay in the Kingdom longer, they should prepare a TM.7 form, a copy of every passport page that has an entry stamp, a photograph and a fee of 1,900 baht. (The extension lasts only up to 7 days starting from the first day after work termination)
 3. The law requires the University cancel the work permit of the member whose contract has terminated.