

Immigration Procedures for International Staff

Notification of Residence (housing report)

The owner of the residence where PSU staff stays, must submit the "Notification for Owner of Residence where Alien has Stayed" (TM. 30) to the local immigration authorities within 24 hours: after the 1st arrival in Thailand; and, if residence changes: after re-entering Thailand from a trip abroad or returns from a trip to another province.

- Staff living on PSU Campus must notify Ms. Nongyao Ruyan at the Physical and Environment Division (housing division) to do this notification.
- For staff staying outside the campus, the owner of the apartment (landlord) must submit the TM. 30 form, copy of his/her national ID card and copy of the house registration book, both signed by him/her, and copies of staff's full passport, current visa and Departure Card (if any).

Upon notification, foreign staff must require the **Receipt of Notification** from the residence's owner, and attach it in their passport. This receipt must be presented for the one-year visa extension.

One-year Visa Extension for Staff

A foreign employee must enter Thailand with a Non-immigrant "B" visa, obtained from the Royal Thai Embassy / Consulate in his/her country. The validity of this visa is three months, and once in Thailand, staff can apply for the extension of stay for one year at the related Immigration Office in Thailand before the expiry date mentioned on the immigration's stamp in staff's passport.

- *after receiving the extension: check that the extension date is correct.*
- *the last visa extension could be shorter than one year, depending on employment contract's termination date.*

90-day Report

A foreigner staying in Thailand for a period longer than 90 days and holding a Non-Immigrant Visa, is required by the Thai Immigration to report the current address every 90 days.

- he /she must file this report within 15 days before or 7 days after the 90-day-period expires (no later than 7 days);
- however, if he /she leaves Thailand anytime during the 90-day period, then the day-count will restart from one upon the re-entry date into Thailand.

Re-entry Permit

Foreign staff holding a single-entry visa or a single extension of stay and planning to travel abroad, must obtain a Re-entry Permit before their departure, otherwise their visa will be invalidated (lose their one-year visa) and they will have to go again through the whole process of getting the proper visa at a Thai Embassy or Consulate outside Thailand.

- *the Re-entry Permit must be obtained from the Immigration Office before leaving Thailand!*



***necessary documents & official forms are at:
www.gao.psu.ac.th**

Important !

- Remember to do the housing notification (TM. 30) 24 hours after coming back from a trip abroad or another province in Thailand, if the place of residence changed from the last housing notification.
- Check well the expiry date of your One-year Visa Extension: can submit extension documents 45 days in advance. If the one-year visa expires: fine of 500 Baht per day, but not exceeding 20,000 Baht in total. May also be banned from entering the country for a certain number of days.
- Do the 90-day Report even 15 days in advance or 7 days after the expiry date; if later than 7 days: fine of 2,000-5,000 Baht.
- Get a Re-entry Permit before travelling abroad/ exiting Thailand; otherwise, you lose your One-year Visa.