

Guidance for Immigration Procedures



The PSU International Students and Staff Office offers assistance and guidance to PSU foreign students and staff regarding a variety of immigration affairs such as:

- **Notification of Residence**
- **One-year Visa Extension**
- **Re-entry Permit**
- **90-day Report and**
- **other immigration-related issues.**



*necessary documents, official forms to fill in and more details are at:

www.interaffairs.psu.ac.th

Notification of Residence



PSU foreign students and staff must notify their residence ("Notification for Owner of Residence where Alien has Stayed" / TM. 30) to local immigration authorities within 24 hours after the first arrival in Thailand and each time after re-entering Thailand from abroad (coming back from a trip abroad):

- Students **staying at PSU International Dormitories**, must notify the Division of Student Development and Alumni to do this notification online;
- For foreigners **staying outside the campus**, the owner of the apartment / landlord must fill in the TM. 30 form and provide a copy of his/her national ID card and a copy of the house registration book, both signed by the owner.
- Please attach to the TM. 30 form the copies of your **full passport, current visa and departure card**.
- The faculty's International Affairs officer may accompany foreigners to Hat Yai Immigration Office for the housing report.
- Upon notification, foreigners will receive a **Receipt of Notification**. This receipt must be presented for the one-year visa extension.

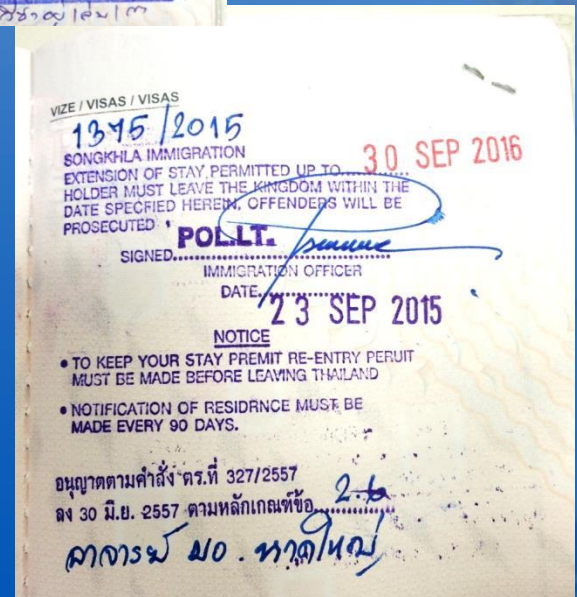
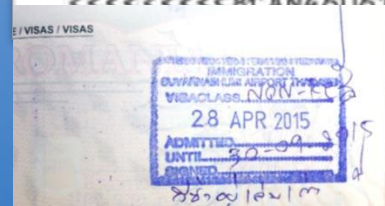
One-year Visa Extension for Students



- A foreign student must enter Thailand with a Non-immigrant “ED” visa, obtained from the Royal Thai Embassy / Consulate in his/her country. The validity of this visa is **three months**

and

- once in Thailand, student can apply for the extension of stay for one year at the related Immigration Office in Thailand (or at PSU on the specific days) **before the expiry date** mentioned on the visa.
- after receiving the extension: **check** that the extension date is correct
- the last visa extension could be shorter than one year, depending on student’s graduation date.



First Non-immigrant "ED" Visa Explained

Understand your visa

Where your visa was issued.

"S" means single entry. You can only use a visa once. If you wish to leave and re-enter Thailand while your stay permit is still valid, you need to apply for "re-entry" at port of departure to re-enter Thailand otherwise your single visa and a stay permit will be invalid.

"M" means multiple entries. You can seek entry into Thailand for multiple times



Check that your passport number is correct.

"ENTER BEFORE" date is the last day you can use your visa to seek entry into Thailand. It does not indicate the last day of your stay in Thailand. Please *check your immigration stamp when you enter Thailand for duration of stay.

Immigration Stamp



Your date of entry.

The last day you can stay in Thailand.

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;
- 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.

RECEIPT OF NOTIFICATION NOTICE
GENERAL FOR ONE YEAR VISA
REASON: 21.09.2015
DATE: 21.09.2015
NATIONALITY: IN DATE: MONTH: YEAR:
SIGNATURE OF THAI IMMIGRATION OFFICER



Re-entry Permit



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NON-IMM / ISAS

IMMIGRATION THAILAND
RE-ENTRY PERMIT

Number	Valid Until
USE 1/5	27 MAR 2008
Number Persons	ONE
Number of Entries	SINGLE
Length of Stay Until	27 MAR 2008
Place of Issue	Date of Issue
North Eastern	22 MAR 2007
Category	Immigration Officer
NON-IMM	<i>[Signature]</i>

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- foreign students and staff holding a single entry visa or an extension of stay and planning to travel abroad, must obtain a **Re-entry Permit** before their departure, otherwise their visa will be **invalidated** and they will have to go 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.

Important for Immigration Procedures



- check well the expiry date of your **One-year Visa Extension**: one can submit the documents not more than 45 days in advance. If the one-year visa expires, there is a fine of **500 Baht per day**, but not exceeding 20,000 Baht in total. A ban from entering the country for a certain number of days may also be applied.
- for the **90-day Report**, one can submit the documents even 15 days in advance or 7 days after the expiry date; if later, he/she will be fined 2,000-5,000 Baht.
- be sure that you obtained a **Re-entry Permit** before travelling abroad / exiting Thailand; otherwise, your One-year Visa will be invalidated.
- remember to do the housing notification (TM. 30) 24 hours after coming back from a trip abroad.