

Non-Immigrant Visa “B” and Work Permit Application Process

1. An international teacher wishing to teach in Thailand is responsible for applying for a Non-Immigrant Visa “B” at the Consulate of Thailand located in his/her home country or other countries of convenience (apart from Thailand). The university will issue a letter of acceptance for each applicant, to be used for such visa application.
2. After the international teacher has been granted a Non-Immigrant Visa “B”, allowing a maximum stay of 90 days, and has arrived at the university, the university is obligated, if the residence has been arranged by the university, to notify Nakhon Sri Thammarat Provincial Immigration Office of the international teacher’s residence within 24 hours of the time of arrival. If residence has been arranged outside the university, the house or apartment owner accommodating the international teacher must notify Nakhon Sri Thammarat Provincial Immigration Office. Violation of this rule could result in a fine of between 1,800 and 5,600 THB fine.

Documents required for notification of residence include:

- a. a completed Notification Form from the owner of the residence (TM.30);
 - b. a photocopy of every stamped page of the international teacher’s passport;
 - c. a photocopy of the residence’s house registration;
 - d. a photocopy of the residence owner’s house registration;
 - e. a photocopy of the residence owner’s ID (identity) card.
3. Upon entry into the kingdom, an international teacher is legally permitted to work after a work permit has been issued. The university will financially and procedurally assist in the process of application for the work permit. Documents required for this process include:
 - a. a completed application form for a Work Permit, under Section 9 (Form WP.1);
 - b. 4 passport-size photos of the applicant in formal attire (suit);
 - c. a photocopy of every stamped page of the applicant’s valid passport;
 - d. a photocopy of evidence of academic qualification (diploma) translated into Thai and properly notarized;
 - e. transcripts;
 - f. a medical certificate including a syphilis test result issued by an approved hospital in Nakhon Sri Thammarat;
 - g. employment contract (in Thai only);
 - h. letter of employment confirmation;
 - i. letter of appointment;
 - j. letter of acceptance from the university;

- k. a photocopy of house registration, ID card and government officer ID card of persons whose names appear in the employment contract;
- l. a photocopy of the organizational structure of the department in which the applicant will work;
- m. a university map;
- n. a completed Form of Notification of Commencement, Change and Cessation of Work (WP.10).

Note: the international teacher is responsible for preparing documents b-f only.

4. The university will procedurally and financially assist in the visa extension process.

Documents required include:

- a. a completed application Form for Extension of Temporary Stay in the Kingdom (TM.7);
- b. a photocopy of every stamped page of the applicant's valid passport ;
- c. a photocopy of the Work Permit;
- d. a photocopy of evidence of academic achievement (diploma);
- e. photos taken while teaching;
- f. employment contract;
- g. letter of appointment;
- h. letter of acceptance from the university;
- i. teaching schedule;
- j. a photocopy of the organizational structure of the department in which the applicant works;
- k. a university map;
- l. a completed Consent to Disclosure of Information form;
- m. a Letter of Authorization issued by the university (together with photocopy of ID card and house registration of the authorizing person and the authorized representative).

5. An international teacher residing in the Kingdom of Thailand longer than 90 days is obligated to report to the provincial immigration office every 90 days. Documents required include:

- a. a completed Form for Alien to Notify of Staying Longer than 90 Days (TM.47);
- b. original passport.