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| --- | --- | --- | --- | --- | --- | --- |
| D:\wu-logo1.jpg | | **WALAILAK UNIVERSITY**  **International Affairs Office**  <http://iao.wu.ac.th/> | |  | | ***Request for***  ***Visa Extension*** |
|  |  | |  | |  | | |

**Instruction:** *\* This is a computer-fillable form.\**

Print your completed Request for Visa Extension Form and submit to IAO together with other application documents *at least 30 days in advance of the visa’s expiration date.*

**1. Applicant’s Information**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** | Click here to enter text. | | | | | **Student ID:** | | Click here to enter text. |
| **School:** | |  | | | | | | |
| **Type of student:** | | | | Student in a degree program ( Master’s Degree /  Doctoral Degree)  Student in a short-term study program | | | | |
| **Mobile no.:** | | | Click here to enter text. | | **E-mail:** | | Click here to enter text. | |

**2. Current Accommodation**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **On-campus dormitory** | | | | | | | | | | | | |
| Dormitory No.: | | Click here to enter text. | | | | Room No.: | | | Click here to enter text. | | |  | | |
| **Others;** | | | | | | | | | | | | |
| **Apartment** Name: | | | Click here to enter text. | | | | | | | Room no.: | Click here to enter text. | | |
| Address Housing No.: | | | | Click here to enter text. | Road: | | Click here to enter text. | | | | | |
| Sub-district: | | Click here to enter text. | | | District: | | | Click here to enter text. | | | | |
| Province: | Click here to enter text. | | | | Postal Code: | | | | Click here to enter text. | | | |
| **House** | | | | | | | | | | | | |
| Address Housing No.: | | | | Click here to enter text. | Road: | | Click here to enter text. | | | | | |
| Sub-district: | | Click here to enter text. | | | District: | | | Click here to enter text. | | | | |
| Province: | Click here to enter text. | | | | Postal Code: | | | | Click here to enter text. | | | |

**3. Period of extension**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Request for the period of stay extension for | | Click here to enter text. | days | | |
| However, the period of stay can be extended to a maximum of 1 year depending on your study program and the period approved by IAO. | | | | |
| Applicant’s Signature | | |
| Date: .... March 2017 | | |

**A list of required document for the visa extension**

Please click ⮽ in front of each item that you have.

1. TM. 7 Form - Application for Extension of Temporary Stay in the Kingdom
2. STM. 2 Form - Acknowledgement of Terms and Conditions for Permit of Temporary Stay in the Kingdom of Thailand
3. Consent to Disclosure of Information Form
4. The Acknowledgement of Penalties for a Visa Overstay Form
5. A copy of passport, every used pages including Departure Card and Residence Report Slip
6. A copy of Acceptance Letter
7. A copy of student card
8. A Student Testimonial Letter
9. A Transcript Record
10. 4 photos showing your study
11. Copy of health insurance main page
12. University map
13. 2 recent photo (size 4 x 6 cm), taken within the past 6 months. One of the photos to be affixed on TM.7 Form
14. Fee; 1,900 Baht
15. A valid passport

**Important!**

1. Each copy of the documents has to be signed by the applicant.
2. File the documents as the above order.
3. Form no. 1) - 4) and document no. 12) are available online at <http://iao.wu.ac.th/>
4. Document no. 8) - 9) can be requested through <http://ces.wu.ac.th/>. It costs 50 Baht/document. In 2-3 days, these documents can be received at a counter of the Center of Educational Service, located on ground floor of Thaiburi Building.
5. Within 7 days, you can receive all the documents back, together with the facilitation letters issued by IAO. Next, submit all documents in person at the Immigration Office of Nakhon Si Thammarat as soon as possible.