


Visa Extension



Non-immigrant visas are normally issued for 90 days, after which foreigners must either exit the country or obtain permission to extend their stay. Once their first extension has been processed, they are then able to extend their stay for a period of 365 days and they can do this again year after year without limit. They have to extend their visa before the visa expiration date at least one month. **The visa extension must be applied in person.**

The following required documents which the applicant needs to submit to apply for visa extension:

For foreign students/ volunteers /researchers (Non-Ed):

1. Official letter for visa extension issued by Burapha University
2. Passport and one copy of first page and page showing latest visa entry
3. **Application form T.M. 7** 
4. 1 photo (4x6 cm)
5. Official academic transcript and one copy
6. Copy of student I.D. card
7. Visa extension fee 1,900 THB

For foreign employees (Non-B):

1. Official letter for visa extension issued by Burapha University
2. Passport and one copy of first page and page showing latest visa entry
3. **Application form T.M.7** 
4. **Application form T.M. 2** 
5. 1 photo (4x6 cm)
6. Copy of employment contract
7. Work permit and one copy
8. Visa extension fee 1,900 THB

If any foreigner who overstays the expiry date of the visa is fined 500 THB per day for everyday of overstaying, up to a maximum of 20,000 THB.

Notification of Staying in Thailand Over 90 Days

All foreigners plan to stay in Thailand longer than 90 days, they need to notify of staying, and also to report to the immigration in person to register their residences in Thailand every 90 days. The foreigners can report their residences to the immigration since 7 days before to 7 days after the 90 days limit. They can report their residences to the immigration in person, or able to authorise another person to proceed instead with no fee.

The required documents that the foreigners need to submit for notification of staying in Thailand over 90 days as revealed below:

1. Passport and one copy of first page and page showing latest visa entry

2. Notification form T.M.47





If they have stayed in Thailand over 90 days without registering, they should report to the immigration to register. **The fine for voluntarily reporting after the 90 days limit is 2,000 THB, and will be rised to 4,000 THB when they are arrested.**

The notification of staying in Thailand over 90 days is in no way equivalent to a visa extension.

Re-entry Permit

In the case of foreigners want to travel aboard for a short period, they need to apply for re-entry permit before leaving Thailand. It is to keep their stay permit (Non-Ed/Non-B) in Thailand. If they are not applied, their visa will automatically be canceled although it has not expired.

When applying for a re-entry permit, they need to submit documents as follows:


1. Passport and one copy of first page, visa page, latest entry visa, and T.M.6 
2. **Application form T.M. 8** 
3. 1 photo (4x6 cm)
4. Re-entry permit fee (1,000 THB for single entry/ 3,800 THB for multiple entries)

Please note that the foreigners must apply re-entry permit in person at the Sriracha immigration, Chonburi. When they return to Thailand, they should check re-entry permit number on T.M.6 card that are stamped correctly.

Changing Visa Status

Foreigners who have been holding tourist visa coming to Thailand can notify to change from tourist visa to Non-Ed (for educational purposes), or Non-B (for working). They have to proceed their changing visa status in person at the Immigration Bureau in Bangkok.

The following documents required to submit to the immigration:

1. Official letter for changing visa status issued by Burapha University
2. **Application form T.M. 86** 
3. Passport and one copy of first page and page showing latest visa entry
4. 1 photo (4x6 cm)
5. One copy of employment contract and employment declaration (especially for foreign employees)
6. Educational verification documents (especially for students), including student ID card, official transcript/ courses registration, acceptance/admission/invitation letter, or etc.
7. Changing visa status fee 2,000 THB




The general rule of changing visa status is that the applicant must have at least 15 days of validity left on current Thai immigration stamp.

Remark: People who hold tourist visa can ordinarily stay in Thailand for 60 days, and will be able to extend for 30 days for the first extension and 7 days for next extension. The current fee is 1,900 THB per time.

Work Permit Application

Foreigners who need to work in Thailand must apply for Non-B visa for staying in Thailand. Then, they need to get work permit for working in Thailand. **For work permit application, people who hold Non-B visa are allowed to apply for work permit.**

The following are documents required to submit for work permit application:



1. Official letter for work permit application issued by Burapha University
2. **Application form W.P.1, employment certification from, power of attorney from employer, power of attorney from employee, and education and job experience certification form** 
3. Medical record which is written in Thai language addressing 6 diseases, including 1) Leprosy, 2) Tuberculosis, 3) Elephantiasis, 4) Lungs X-ray, 5) Addictive substance, and 6) Syphilis
4. Passport and one copy of first page and non-B visa page
5. 3 photos (3x4 cm)
6. List of all foreign employees employed by Burapha University
7. **Burapha University's administrative structure** 
8. **Burapha University's map** 
9. Work responsibilities description or teaching schedule
10. Work permit service fee 100 THB
11. Work permit application fee depends on the length of work permit (3 months - 750 THB/ 6 months - 1,500 THB/ 1 year - 3,000 THB)

The work permit once approved allows the applicant can work only at Burapha University/ or where the applicant is employed. Hence, all foreigners need to apply for new work permit when they are employed by new employers.




Work Permit Extension

Foreign employees who have valid visa can apply for work permit extension. If the visa has already expired, they have to extend their visa before apply for work permit extension. **They must extend their work permit before work permit expires 1 month.**

There are required documents for work permit extension as shown below:

1. **Application form W.P.5, employment certification form, and Power of attorney from employee** 
2. **Permit extension request form** 
3. Employment contract and one copy
4. Employment declaration and one copy
5. Work Permit and one copy
6. Passport and copy of first page and lastest visa page
7. Work permit service fee 100 THB
8. Work permit extension fee depends on the length of work permit (3 months - 750 THB/ 6 months - 1,500 THB/ 1 year - 3,000 THB)

In case of foreign employees who have been working at Burapha University more than a year, they must submit additional documents as follows:

9. **One copy of personal income tax return for taxpayers with only income from employment under section 40(1) of the revenue code** 
10. **One copy of withholding tax certificate** 
11. **One copy of receipt** 

Please noted that "Do not let work permit expires" because if their work permit expires, they must apply

for a new one. Work permit extension is always easier than trying to remedy an expired work permit.

In addition, when foreign employees resign/ terminated/ laid off, they MUST return their work permit to the International Relations Office.

Notification of staying in the Kingdom of Thailand over 90 days

If you are an alien staying in Thailand for more than three consecutive months, you must report to your local Thai immigration office every 90 days. The 90-day reporting in Thailand is not an extension of your Thai visa. It is just to register your address in Thailand.

The 90-day rule applies to any consecutive number of days you stay in Thailand. If you leave the country, the 90-day cycle begins again from the date you re-enter Thailand. You must also report at the immigration office that has jurisdiction over the area in which you live.

There is no fee for the 90-day reporting in Thailand, unless you are late in which case there is a fine of 2,000 baht that rises to a maximum of 5,000 baht if you are arrested. However, travelling to the immigration centre can be a major inconvenience, depending on where you live. It is also a seemingly pointless exercise in bureaucracy, especially as Thai immigration doesn't make any money out of it.

Procedure and notification

1. The foreigner makes the notification in person, or
2. The foreigner authorises another person to make the notification, or
3. The foreigner makes the notification by registered mail.
4. The notification must be made within 15 days before or after 7 days the period of 90 days expires.
5. The first application for extension of stay by the foreigner is equivalent to the notification of staying in the Kingdom over 90 days.

Offices accepting notification:

1. Immigration offices throughout the country
2. For foreigners who residing in Bangkok contact at Immigration Division 1 Office, Chalermprakit Government Complex, Chaengwattana Rd., Laksi, Bangkok
3. For foreigners carrying out duties relating to the specific law : Immigration Act , Proleum Act / Board of Investment Act / Industrial Estate Authority of Thailand Act. contact at sub-division 3 Visa extension units, Chamchuree Square Building, Floor 18 , Phatumwan, Bangkok.
4. For special Labor of three Nationalities Laos , Cambodia and Myanmar residing in Bangkok contact at Major Hollywood Susawad 1st Floor or Imperial Ladproaw 5th Floor

Notification by registered mail

1. Photocopy of passport pages with following pages
 - front page showing name / surname / Passport No., ect.
 - current visa

- last entry stamp of immigration
- last extension of visa
- 2. Photocopy of departure card TM.6
- 3. Previous notifications of staying over 90 days (if any)
- 4. Completely filled in and signed notification **form TM.47** (Don't forget to sign name.)
- 5. Envelope with 10 Baht stamp affixed and return address of foreigner for the officer in charge to send back the lower part of form TM. 47 after having received the notification. This part must be kept for reference and for future notifications of staying over 90 days.
- 6. The above mentioned documents must be sent by registered mail and the receipt of the registration kept by the foreigner.
Send the mail before the renewal date 15 days to Immigration office

Notice :

- Your registered mail must be sent to the Immigration office at least 15 days before the due date of notification.
- Your new form will be stamped as of the expiration date of your old receipt.
- Please keep your receipt of your registered mail in case of lost mail.
- Your document can not be processed if you have passed the 90 days limit. (You must come to the nearest immigration office or Immigration Division 1 in person to pay fine 2,000 Baht)
- Waiting for reply mail over 1 month, please contact Immigration Office with your registered mail receipt.

Note

1. The notification of staying in the Kingdom over 90 days is in no way equivalent to a visa extension.
2. If a foreigner staying in the kingdom over 90 days without notifying the Immigration Bureau or notifying the Immigration Bureau later than the set period, a fine of 2,000.- Baht will be collected. If a foreigner who did not make the notification of staying over 90 days is arrested, he will be fined 4,000.- Baht.
3. If a foreigner leaves the country and re-enters, the day count starts at 1 in every case.