



MUSC-IR/1 Form Request for International Affairs Services

Student/Staff Name
 Department/Office
 Phone/Mobile Phone No.
 Email

The Faculty of Science, Mahidol University, is prepared to provide a recommendation letter and other supporting documents as needed. Please specify your requested service(s) by checking the box(es) below.

- ☐ Application for Visa Type: ☐ Non-ED ☐ Non-ED Plus ☐ Non-B ☐ Non-RS ☐ Other
 Royal Thai Embassy/Consulate (City and Country):.....
 Planned Month of Visa Application:
- ☐ Extension of Temporary Stay in the Kingdom of Thailand from: _____ To: _____
 (This section is not applicable to graduate students enrolled through the Faculty of Graduate Studies)
- ☐ Application for Re-entry Permit into the Kingdom of Thailand
- ☐ 90-Day Stay Notification
- ☐ Request for Change of Visa Type
- ☐ Application for Work Permit
- ☐ Renewal of Work Permit
- ☐ Cancellation of Work Permit
- ☐ Collaboration with External Organizations
- ☐ Foreigner Notification to the National Intelligence Agency
- ☐ Proofreading/Process of Memorandum of Understanding (MoU)
- ☐ Request for Guidebook for International Students and Staff
- ☐ Request for MUSC Leaflets, Number of Copies: _____
- ☐ Request for Recommendation Letter for Student
- Purpose of the Letter:
- ☐ Other (please specify):

*Request

For Head of Department/Chair of Unit

☐ Approved

Comment.....

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Sign.....

Name.....

Position.....

Date.....

Request by Student/Staff (Signature)
 Date

For MUSC-IR Staff

- ☐ Copy of Passport
- ☐ Copy of Work Permit
- ☐ Copy of Work Contract
- ☐ Draft File MOU/MOA
- ☐ Photos 4cm. x 6cm.
- ☐ Other

Checked by MUSC Staff

Date

Approved by Head of MUSC IR

Date

For MUSC-Deputy Dean

- ☐ Present to the Dean
- ☐ Contact the Requester
- ☐ Other

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Signature

(Dr. Rapee Boonplueang)

Deputy Dean for Corporate Communication
and International Relations

Date

Required Documents and Submission Guidelines for International Affairs Services
(To be submitted together with the MUSC-IR/1 Form)

Service	Required Documents	Important Notes
Application for Visa	- Copy of passport	Submit to the Office of International Cooperation at least 30 days prior to the intended visa application date at the Royal Thai Embassy/Consulate abroad.
Extension of Temporary Stay in the Kingdom of Thailand	- Copy of passport - Copy of work permit - Copy of work contract - Completed TM.7 form	Submit to the Immigration Office at least 30 days prior to the current visa expiration date.
Re-entry Permit into the Kingdom of Thailand	- Copy of passport - Completed TM.8 form	Submit to the Immigration Office at least 30 days prior to the intended date of departure.
90-Day Stay Notification	- Copy of passport - Completed TM.47 form	Submit to the Immigration Office at least 7 days prior to the 90-day reporting deadline.
Request for Change of Visa Type	- Copy of passport - Completed TM.86 form	Submit to the Immigration Office at least 30 days prior to the current visa expiration date.
Application for Work Permit (for applicants who have not yet entered Thailand)	- Copy of passport - Copy of work contract - Completed WP.32 form	-The WP.32 form must be completed as follows: English section by the applicant and Thai section by the host department. -It must be submitted before applying for a visa to enter Thailand.
Renewal of Work Permit	- Copy of passport - Copy of current work permit - Copy of work contract - Completed WP.25 form	-The WP.25 form must be completed as follows: English section by the applicant and Thai section by the host department. -Submit to the Labor Department at least 30 days prior to the work permit expiration date.
Cancellation of Work Permit	- Copy of passport - Original work permit book - Completed work permit cancellation form	Submit to the Labor Department within 15 days after the end of the employment contract.
Foreigner Reporting to the National Intelligence Agency	- Copy of passport	Submit at least 30 days prior to the arrival date in Thailand.
Proofreading of Memorandum of Understanding (MoU)	- MoU draft (in MS Word format)	Submit at least 5 months in advance. Please email the draft to: scinter@mahidol.ac.th
Recommendation Letter for Students	- Copy of transcript - Draft of the letter and statement of purpose - Letter of acceptance from the host university (optional)	Submit at least 1 week in advance. Please email the draft to: scinter@mahidol.ac.th

Service Request Procedure

1. Complete the MUSC-IR/1 form and ensure that all required supporting documents are properly attached.
2. Submit the request in a timely manner, ensuring that it is within the specified deadlines for each type of service.
3. Obtain official endorsement from the Head of Department or the Chair of the relevant Unit.
4. Forward the complete set of documents to the Office of International Cooperation for further processing.
5. The applicant will be notified once the process has been completed and the requested service has been fulfilled.