

MUSC-IR / 1

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Name.....

Department/Office.....

Phone number.....Email:.....

Please select service requesting requirement<sup>1/</sup>

- Applying for visa type     Non-ED     Non-B     Non-RS
- Extension of temporary stay in the Kingdom of Thailand from.....until.....  
(Except graduate students who registration at Faculty of Graduate Studies)
- Re-entry permits into the Kingdom of Thailand
- Long stay (over 90 days)
- Change of visa type
- Work permit
- Renewal of work permit
- Work permit cancellation
- Co-operation with other organizations
- Report of foreigner to the National Intelligence Agency
- Memorandum of Understanding proof reading
- Guide book for International student and staff
- MUSC leaflets (number of copies.....)
- Recommendation letter for student/ purpose.....
- Others .....

**\*Request**

For Head of Department / Chair of Unit

Approved

Comment.....

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Sign.....

Name.....

Position.....

Date.....

Requested by (signature).....

Date.....

For MUSC-IR staff

- Copy of Passport
- Copy of Work permit
- Copy of Work contract
- .....Photos 4cm.X 6cm.
- File of MoU draft
- Other.....

Checked by MUSC-IR staff.....

Date.....

Approved by MUSC-IR head.....

Date.....

For Deputy Dean

- Present to the Dean
- Contact the requester
- Other.....

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Signature.....

(Assoc. Prof. Rutaiwan Tohtong, Ph.D.)  
Deputy Dean for Research and International Relations

Date.....

## Guideline and required documents the service request

Service	Attached document with MUSC-IR/1	Important Note
Extension of temporary stay in the Kingdom of Thailand	- Copy of passport - Copy of work permit - Copy of work contract - Complete form of TM.7	Submit to the Immigration Office 30 days prior to the visa expiration date.
Re-entry permit into the Kingdom of Thailand	- Copy of passport - Complete form of TM.8	Submit to the Immigration Office 30 days prior to the date of departure from Thailand.
Long stay (over 90 days)	- Copy of passport - Complete form of TM.47	Submit to the Immigration Office 7 days prior to the expiration date.
Change of visa type	- Copy of passport - Complete form of TM.86	Submit to the Immigration Office 30 days prior to the visa expiration date.
Work permit	- Copy of passport - Copy of work contract - Complete form of WP.1	Complete form of WP.1 in English part by applicant and Thai part by host department. Submit to the Labor Department before 30 days of visa expire date.
Renewal of work permit	- Copy of passport - Copy of work permit - Copy of work contract - Complete form of WP.5	Complete form WP.5 in English language part by applicant and Thai language part by the host department. Submit to the Labor Department 30 days prior to the work permit expiration date.
Work permit cancellation	- Copy of passport - Work permit (Original) - Complete form of work permit cancellation	Submit to the Labor Department after the end of the contract.
Report of foreigner to the National Intelligence Agency.	- Copy of passport	30 days prior to the arrival date
Memorandum of Understanding proof reading	- MoU draft	60 days (please email the MoU draft to scddean8@mahidol.ac.th)
Recommendation letter for student	- Copy of transcript - Draft of letter & objective - Letter of acceptation (option)	

- For co-operation with private company or other profit making organizations, please contact BDU office (Tel: 0 2201 5968)

**Process of service requirement**

1. Complete the MUSC-IR/1 form with relevant documents.
2. Service must be requested prior to deadline
3. Submit all documents to the Head of Department or the Chair of the Unit for an approval.
4. Submit all documents to Office of International Cooperation (RF1).
5. The applicant will be informal as soon as the process is completed.