

Basic information about Visa and Work Permit at KMUTNB for new employees

1. Only non-immigrant visa “B” or non-immigrant “O” (Married with Thai spouse)” which is not attached to the other company are acceptable for work permit of KMUTNB, and it must be valid at least 7 days on the work permit application’s submit date.
2. To apply for non-immigrant visa “B”
 - **In case of employee is in his/her own country or outside Thailand** : Contact the nearest Thai embassy or consulate and request to apply for a non-immigrant visa code "B" type “Single”; DO NOT apply for a tourist visa. The Letter of acceptance from KMUTNB (English letter) should be shown for the purpose of coming to Thailand. The non-immigrant visa “B” will be valid for 90 days after entering Thailand. Employee must apply for a work permit as soon as possible after entering Thailand. The work permit is an essential document for extending the visa yearly. Visa it can be extended for one-year only and not more than work contract period.
 - **In case of employee is in Thailand with another kind of visa (such as visa on arrival, tourist visa, or non-immigrant visa “B” or “O” which is attached with other company)**: The employee must apply for a visa status alteration to change the visa type or leave Thailand to process the non-immigrant visa “B” in any Thai embassy outside Thailand (Please contact the immigration office for more information). It is the employee’s responsibility to make appropriate visa type before the beginning of KMUTNB contract.
3. The employee has to contact International Cooperation Centre (ICC), KMUTNB at least 3 - 5 working days for any KMUTNB official letters that are needed for the visa process.
4. Visa and work permit expenses are under the responsibility of individual employee.
5. International Cooperation Centre (ICC) will assist in the work permit application submission. The work permit submission should be done within 15 days from the beginning of contract. The work permit cancellation must be done at the Ministry of Labour after the employee resigned from KMUTNB within 7 days.

90-days Report

Once the employee gets the non-immigrant visa “B”, every 90 days of staying, the employee must notify the place of residence to the Immigration Bureau and it is the responsibility of individual employee to contact the Immigration Bureau for the 90-days report (free of charge / Form TM.47). If employee stays in the Kingdom over 90 days without notifying the Immigration Bureau or notifying the Immigration Bureau later than the set period, a fine up to 5,000.- Baht will be collected.

Notation: in case a foreigner leaves the country and re-enters (with re-entry permit), the day counting will restart.)

Re-entry Permit

If the employee already has a non-immigrant visa “B” single entry or has done the extension of non-immigrant visa “B”, and would like to travel outside of Thailand for a short period, he/she must apply for a re-entry permit before leaving Thailand. This is to keep your visa status valid. (fees : Single Re-entry Permit 1,000.-THB / Multiple Re-entry Permit 3,800.-THB)

➤ **It is the responsibility of individual applicant to**

- Follow and make appropriate extension on time for work permit/passport/ visa expiration date, and
- File an application (in person or online) for personal income tax or request a refund of the tax overpaid.

🌟 Subjected to change depend on the immigration and Ministry of Labour regulations 🌟

More information : International Cooperation Centre (ICC office) room no. 1018, 10th floor,
President office Building, KMUTNB Tel +66(0)2-555-2000 Ext. 1032, 1026
Fax +66(0)2-586-9007 www.icc.kmutnb.ac.th, E-mail: icc@op.kmutnb.ac.th

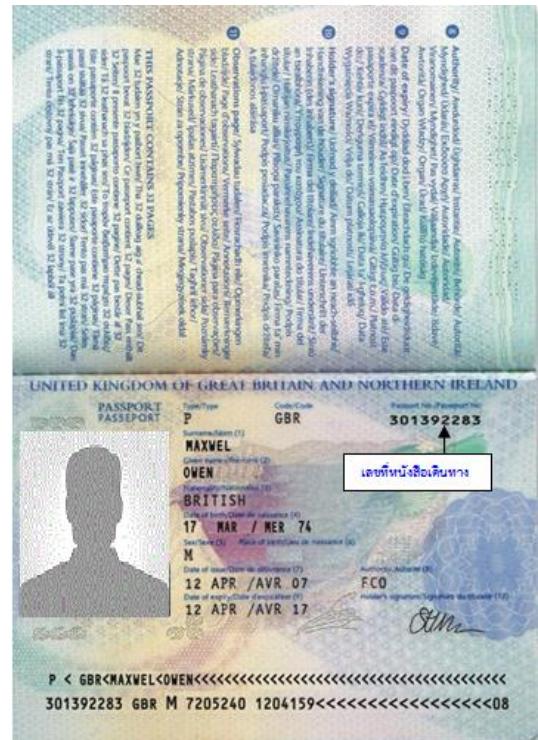
Sample's photos about visa and work permit

1. Non-immigrant B

Thailand's Visa page
Visa Profile page



2. Passport



3. Recent stamped page



5. Receipt Form



4. TM.6 page



How to get to Bangkok Immigration Office at Chaeng Wattana Soi 7

Use Google map: <https://goo.gl/maps/c1ejV> (Short URL)

By Taxi: Print out the taxi card below and show it to the taxi driver. Take time about 10 – 15 mins depend on traffic condition and cost around 120 THB + Toll way 15 THB.

Taxi Card : (KMUTNB to Immigration office Building B at Chaeng Wattana Soi 7)

The toll way 15 THB must be paid by passenger

(*โปรดใช้มิเตอร์ และใช้ทางด่วนประชาชน)

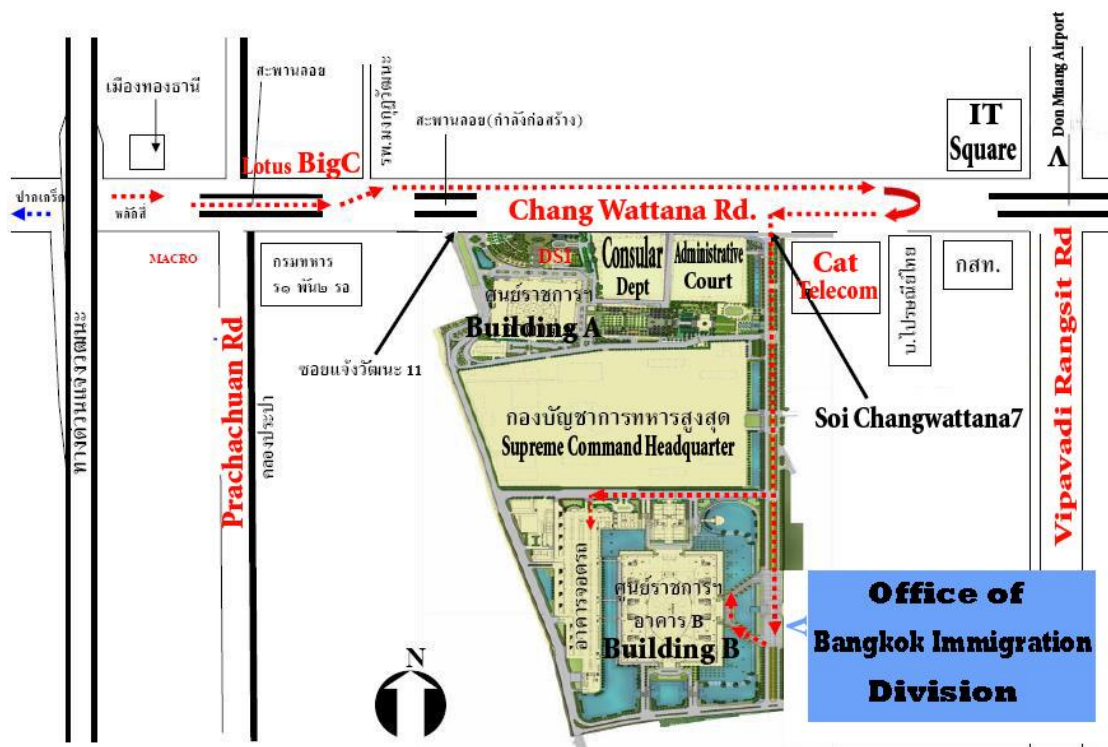
ไปสำนักงานตรวจคนเข้าเมือง อาคาร B ศูนย์ราชการ แจ้งวัฒนะซอย 7 ถ.แจ้งวัฒนะ เขตหลักสี่ กรุงเทพฯ

เลี้ยวเข้าไปในแจ้งวัฒนะซอย 7 ประมาณ 2.2 กิโลเมตร อาคาร B จะอยู่ด้านในสุด โปรดส่งที่อาคาร B

Taxi Card : (Immigration to KMUTNB)

(*โปรดใช้มิเตอร์) ไป มหาวิทยาลัยเทคโนโลยีพระจอมเกล้าพระนครเหนือ
ตั้งอยู่เชิงสะพานพระราม 7 ถนนพหลุสงคราม บางซื่อ

Please note that: the immigration office is closed on Saturday, Sunday and all public holidays.
Open from 08:30 to 16:30 Mon-Fri and close from 12:00 – 13:00 for lunch.



More information: International Cooperation Centre (ICC office)

Room no. 1018, 10th floor, President office Building, KMUTNB

Tel +66(0)2-555-2000 Ext. 1032, 1026 Fax +66(0)2-586-9007

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