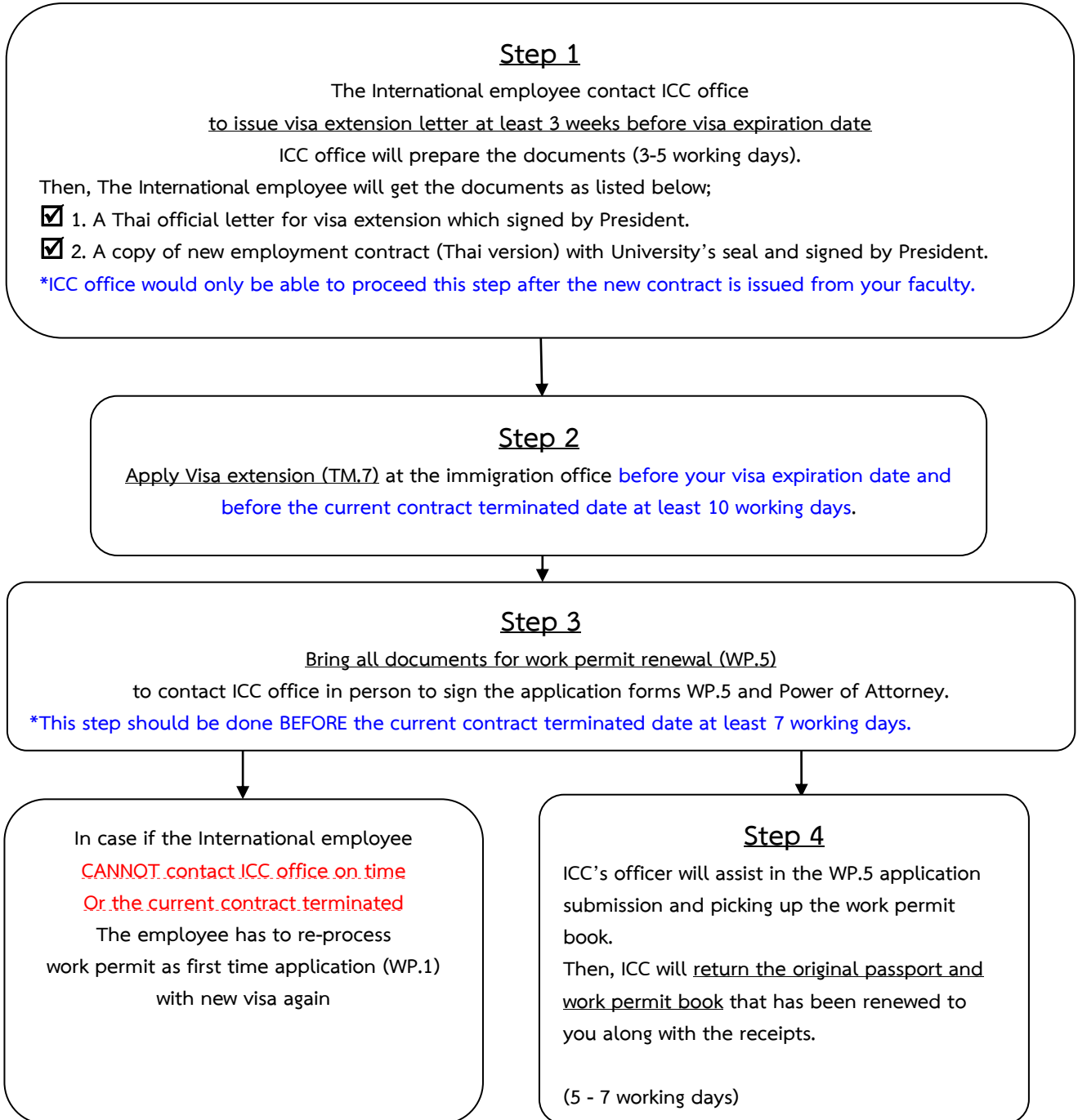


ผังขั้นตอนการต่อวีซ่า และต่อใบอนุญาตทำงานลูกจ้างชาวต่างประเทศ กรณีจ้างต่อ
Procedure of Visa Extension (TM.7) and Work Permit Renewal/Extension (WP.5)
for KMUTNB International employee



*Please see the Document Checklist for Work Permit Renewal (WP.5) and Visa Extension (TM.7) next page. 🗨️

- ICC : International Cooperation Centre

- ICC office is located on 10th floor, President building, KMUTNB

KMUTNB : Document Checklist for Work Permit Renewal (WP.5) and Visa Extension (TM.7)

Please be informed that your visa should be extended for maximum 1 year or cover the length of new employment contract before apply for work permit renewal (WP.5). Besides, **The visa extension should be done before your visa expiration date and also before the current contract terminated date at least 10 working days.**

① VISA Extension for KMUTNB International Lecturers and staff (Holding Non-Immigrant B or O visa)

Please note that to get the certified document (Thai official letter) for visa extension, the applicants have to contact the International Cooperation Centre (ICC office) at least 10 working days before the visa expiration date.

- Immigration Form (TM.7) download form at www.immigration.go.th
- *The original passport and a copy (the profile page and all stamped pages)
- *The original of current work permit and a copy (the profile page and all stamped pages)
- A 4 cm. X 6 cm. Photograph (recent photos within the last 6 months, not printed by computer)
- 1,900 THB application fee
- (ICC office will prepare these documents)
 - A Thai official letter issued and signed by president. The details in the letter must contain the length of teaching, position and salary rate.
 - A copy of new employment contract (Thai version) that stamped with university seal and signed by president

* Verify all copies with your signature, All signatures must be corresponded with your signature on passport.

**Applicant must apply in person at the immigration office

***It is the responsibility of individual applicant to follow visa expiration date and make appropriate extension on time.

② Work Permit Renewal (WP.5)

After your visa have been extended please bring all documents (as listed below) to contact the office of International Cooperation Centre (ICC) for work permit renewal application **as soon as possible and BEFORE the current contract terminated date at least 7 working days. (please appear in person to sign the application forms)**

- The original medical certificate verifying no suffer from prohibited diseases (Not being insane or mentally sick, suffering from Leprosy, Tuberculosis, Drug addiction, Alcoholism, Elephantitis and Tertiary syphilis) (Issued recently within a month from the hospital in Thailand only). **ใบรับรองแพทย์สมัครงาน ตรวจ 5 โรค+ ซีฟิลิส**
- *The original passport and a copy (the profile page, last stamped page, visa page)
- *The original of current work permit and a copy (the profile page and all stamped pages)
- * A copy of marriage certificate (Thai version) and a copy of ID card of Thai spouse. (only for those who are holding visa Non-immigrant "O")
- *A copy of the person income tax return (P.N.D./ภ.ง.ด. 91) and receipt
- Cash for application fee 100.- THB and Cash for duty stamp affixed 10.- THB .
- Cash for WP fee. Rates depend on the length of contract :

Less than 3 months	750.- THB
3 – 6 months	1,500.- THB
6 – 12 months	3,000.- THB

* Verify all copies with your signature, All signatures must be corresponded with your signature on passport.

**For work permit renewal (WP.5), if the applicant submits all required documents on time, the applicant generally does not need to be present at Ministry of Labour. ICC's officer will take care of the WP.5 application submission and picking up the work permit book (5 - 7 working days). Then, ICC will return the original passport and work permit book that has been renewed to you along with the receipts.

For more information International Cooperation Centre (ICC office)

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

Tel +66(0)2-555-2000 Ext. 1023, 1024, 1026 Fax +66(0)2-586-9007

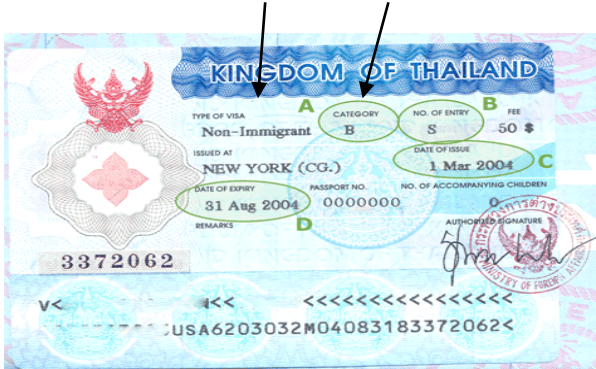
www.icc.kmutnb.ac.th, E-mail: icc@op.kmutnb.ac.th

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

ภาพประกอบเกี่ยวกับวีซ่า Sample's photos about visa and work permit

1. หน้าวีซ่าประเภท Non-immigrant B

Thailand's Visa page

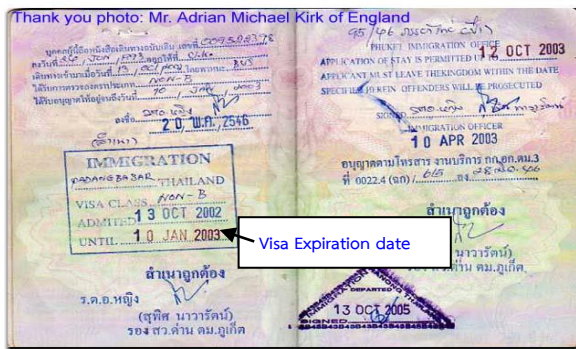


2. หน้าข้อมูลหลักหนังสือเดินทาง

Visa Profile page



3. หน้าประทับตราเข้าประเทศล่าสุด Recent stamped page



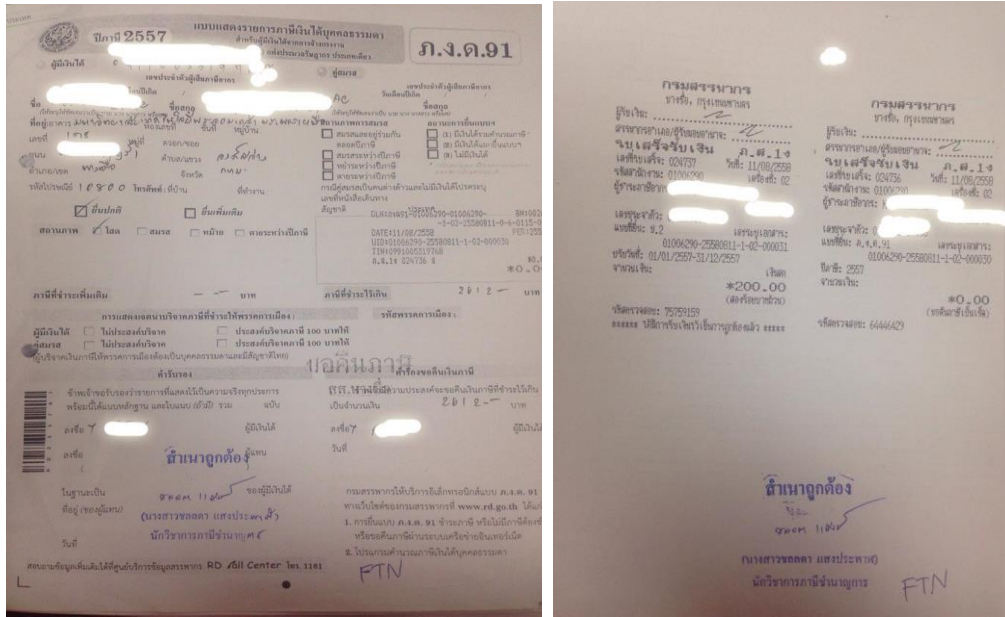
4. หน้าเล่มใบอนุญาตทำงาน Work Permit profile



5. หน้าแผ่น ตม.6 TM.6 page



6. แบบขอคืนภาษี ภ.ง.ด 91 พร้อมใบเสร็จรับเงิน The person income tax return (P.N.D./ภ.ง.ด. 91) with receipt



แผนที่และแท็กซี่การ์ดสำหรับชาวต่างประเทศเพื่อใช้เดินทางไปสำนักงานตรวจคนเข้าเมือง

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 ถนนพิบูลสงคราม 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.

