Welcome Letter from the Director

It is my pleasure to extend a warm welcome to all international students on your arrival at SIIT, Thammasat University. We hope that we have anticipated many of your immediate questions and personal needs by preparing this handbook. It should guide you easily through the first few days and weeks of your life in the Kingdom of Thailand.

Members of our International Affairs and Corporate Relations Division have gathered practical information about housing, the Thai telephone system, transportation and other immediate matters of concern in the handbook. It also offers advice concerning Thai social customs and manners as well as an introduction to useful Thai phrases and expressions.

I encourage you to seek advice on academic as well as non-academic matters from your advisor. Also, you can always seek assistance you may require from members of the International Affairs and Corporate Relations Division.

I sincerely wish you a rewarding experience as international members of SIIT.

Best wishes,

Prof. Dr. Somnuk Tangtermsirikul
Director of SIIT
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1. About our Office

International Affairs and Corporate Relations Division

FUNCTION

• Act as an information center for international students
• Provide publication in forms of booklets or brochures for the benefit of international students
• Provide assistance for students upon their arrival
• Give advice on customs, rules and regulations relevant to living and studying in Thailand and in SIIT
• Provide counseling to international students
• Organize an orientation and settling-in activities at the beginning of the academic year
• Organize a range of extra-curricular activities throughout the year

LANGUAGE

• English

STAFF

• Ms. Peechalika Sertsirikul (P’Aum) Tel. 081 647 3550
• Ms. Pairunya Chaichana (P’Nan) Tel. 085 347 7881
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CONTACT

• Office: 2nd floor, SIIT Main Building (8:00 am - 5:00 pm)
• Tel.: 02 986 9009   Ext. 1560 or 1444
• E-mail: peechalika@siit.tu.ac.th; pairunya@siit.tu.ac.th; nuchanat@siit.tu.ac.th

Group:
SIIT International Club
2. Arrival Information

2.1 Climate

Thailand is hot all year long, although it can get a little chilly at night in winter, especially in the hills in northern and northeastern parts of the country. The temperature range is 75-95 degrees Fahrenheit (25-35 degrees Celsius). There are three seasons in Thailand:

- **Summer:** hot & dry (March - May)
- **Rainy season:** hot & humid (June - October)
- **Winter:** cooler & dry (November - February)

It is advisable that you carry around an umbrella with you all the time during the rainy season.

2.2 Money Matters

Thai currency is **Baht** and **Satang** (1 Baht = 100 Satang).

- Satang coins: 25 Satang (quarter) and 50 Satang (half) - not frequently used
- Baht coins: 1 Baht, 2 Baht, 5 Baht, and 10 Baht
- Baht bills: 20 Baht (green), 50 Baht (blue), 100 Baht (red), 500 Baht (purple) and 1,000 Baht (gray)

**EXCHANGE RATES**

The exchange rate is around 28-29 Baht per one US dollar and 37-38 Baht per one Euro (April 2013). Around the town, you can find a lot of banks and foreign exchange services that can change most of the major currencies.

**BANKS**

Thai and Foreign banks open on Monday - Friday, except public and bank holidays. The banking hours are 7:30/8:30/9:30 am - 3:30 pm in Bangkok, and 8:30 am - 3:30 pm outside Bangkok. The branches in some department stores may stay open until 8:00 pm. They may also be open on weekends. Many banks in Thailand provide overseas services if you have an account at their bank. To open an account, you have to show your passport first.
CHECKS
US dollar Travelers checks can be conveniently cashed at all banks and at the authorized moneychangers. Traveler checks in other currencies are best changed in Bangkok where better rates prevail.

CREDIT CARDS and ATMs
American Express, Diners, Master Card and VISA, are widely accepted and very useful in Thailand. All department stores, many small shops, and supermarkets accept credit cards. And you can use them to withdraw money from most ATMs. Try to keep your credit card in sight in a shop. If possible, follow the sales person to the payment kiosk. Some unscrupulous vendors may make several copies of credit card slips when you are not paying attention.

ATMs are available around the campus.

POCKET MONEY
We suggest that you carry some cash around since it is still the most accepted form of payment. Some places will not accept credit cards or checks below a minimum purchase. Having 1,000 Baht in small denominations is more than sufficient, although it depends on personal preferences.

2.3 Insurance
If you don’t have insurance from your country, and want to apply for some after your arrival in Thailand, contact us at the International Affairs and Corporate Relations Division. We can help you find the insurance package that most suits you.
3. Living in Thailand

3.1 Food

Eating in Thailand is an essential part of the national lifestyle. Thai dishes range from the very sweet, to sweet and sour, to spicy, to very spicy. If you are not used to spicy food, the best policy is to try everything, but always ask if the dish is spicy. If a Thai says it is, try a very small amount or avoid eating it until your taste buds have adjusted. Another choice is to ask for “mai-ped”, which means “not spicy”.

Almost all Thai food is cooked with a wide variety of fresh ingredients, including vegetables, poultry, pork, seafood, and some beef. Predominant flavors are lime juice, lemongrass, salty fish sauce, garlic (lots of it!) and coriander, and, of course, chillies of various degrees. If you like vegetarian food you will find some very satisfactory dishes in Thai and Indian cuisine. There is also a number of vegetarian restaurants and Halal restaurants around.

Popular local drinks are lime juice, orange juice, and coconut water.

RESTAURANTS

Bangkok has many international restaurants (generally expensive) and a lot of less expensive exotic restaurants. Check advertisements in publications.

FAST FOOD

Don’t be surprised to find many American fast food chains in Bangkok. They are immensely popular, especially among young people. A few of them offer delivery services, such as Pizza Hut, and KFC. Ice cream can be found at Swensen’s, and Haagen Daz, etc.

3.2 Transportation

BUSES

Buses are the cheapest form of transportation in Thailand. There are non air-conditioned buses and air-conditioned buses. You can also find free buses occasionally. The fairs start at
8-11 Baht, and may vary according to the distance traveled (tell them your final destination and they will tell you the fee).

**TAXIS**

If you'd rather commute by taxi, the best way is to get a “taxi-meter”. Other taxis require that you bargain with them. Metered taxis start at 35 Baht. You must make sure that the driver has his meter on. Drivers may try to coerce foreign passengers into paying a very expensive flat rate (100 Baht or more). Also, it is common for some drivers to refuse to provide service to passengers travelling a long distance (they make less money), or travelling at rush hour (especially around 3:00 - 4:00 p.m. when their shift is almost over).

**TUK-TUKS**

The ever-popular Thai motor tricycles (Tuk-Tuks) are fun to ride, but they can be dangerous as they drive fast. You will need to bargain. A good starting price is 20-30 Baht for a short distance. They are mainly available in Bangkok and some provinces that are tourist destinations such as Chaing Mai and Ayudhaya.

**MOTORCYCLES**

These are in great demand during bad traffic times since they will get you to places where cars cannot and they are much faster. Motorbike taxis (“motorcys”) can be found at the end of many “Sois”, little streets. Although this is a convenient and popular form of transportation, it is more risky. The Law requires helmets for both the driver and passenger. Ask for the fare first.

**SKY TRAINS AND SUBWAYS**

There are also networks of sky trains and subways in Bangkok. Check their websites for the maps and fares. (Search “BTS” for the sky train, and “MRT” for the subway.)

### 3.3 Language

This listing of basic Thai words and phrases is just to help you in the beginning. We also recommend that you buy a small Thai-English phrasebook. Writing words and phrases on a card and carrying it will encourage you to use them in everyday life. Before long, you will be able to distinguish separate words from the initial confusion of foreign sounds.
NUMBERS

1 = nueng  11 = sib-ed  30 = saam-sib
2 = song    12 = sib-song 31 = saam-sib-ed
3 = saam    13 = sib-saam 32 = saam-sib-song
4 = sii   14 = sib-sii  ...
5 = haa     15 = sib-haa 40 = sii-sib
6 = hok  ...
7 = jed  ...
8 = paed  ...
9 = gao    19 = sib-gao ...
10 = sib   20 = yii-sib 100 = nueng-roi
11 = sib-ed 21 = yii-sib-ed 250 = song-roi haa-sib
12 = sib-song 22 = yii-sib-song 1,000 = nueng-paan
13 = sib-saam 23 = yii-sib-saam 1,950 = nueng-paan gao-roi haa-sib

POLITE SPEECH
In polite speech, women end phrases with “kha”, and men “krub”. When referring to oneself, women say “dichan”, and men “pom”. And referring to the person they speak to, as “khun”. You may hear various pronouns in more casual speech. For example, your friend may call him/herself “rao”.

GREETINGS
Good morning / afternoon / evening    Sa-wad-dee (kha/krub)
See you again.                        Pob-gan-mai (kha/krub)
How are you?                          Sa-bai-dee mai (kha/krub)
I’m fine.                             Sa-bai-dee (kha/krub)
Thank you                            Khob-khun (kha/krub)
OK                                     Tok-long (kha/krub)
You’re welcome. / It’s no problem.    Mai-pen-rai (kha/krub)
Excuse me.                            Kor-tod (kha/krub)
My name is ...                        Pom / Dichan cheu ...
I want ...                            Pom / Dichan tong-karn ...

QUESTIONS
Yes                                      Chai (kha/krub)
No                                       Mai-chai (kha/krub)
No?                                      Mai? Or Chai-mai (kha/krub)?
Where is ... ?                          ... yuu-tee-nai (kha/krub)?
How much?                                Tao-rai (kha/krub)?
Can I have ... ?                        Kor ... dai-mai (kha/krub)?
What is this?                            Nee-arai (kha/krub)?
What is your name?                      Khun-chue-arai (kha/krub)?
Do you have ... ?                      Mee ... mai (kha/krub)?
I don’t have ...                       Mai-mee ... (kha/krub)
Do you understand?                     Khao-jai-mai (kha/krub)?
I don’t understand.                    Mai-khao-jai (kha/krub)
Do you speak English?                  Khun-pud-paasaa-angrid-dai-mai (kha/krub)?
3.4 Tourist Attractions

**BANGKOK**
Bangkok is the center of government administration, business, and education. It also has a lot of tourism places. Some of the most famous are, Wat Pra Kaew (the Emerald Buddha Temple) and the Grand Palace, both located in central Bangkok, opposite the first campus of Thammasat University (Tha Pra Chan Campus). Also, you can visit other places around Bangkok such as Kaosarn road (a shopping market nightstreet), Dusit Zoo, Wimarn Mek Royal Place, Flower market, and so on.

**AYUDHAYA**
Ayudhaya is the ancient city that contains traces of Thailand in former times. About 30 minutes from Thammasat University (Rangsit Campus), you can see the beautiful historical sites of the old capital city of Thailand, in which the remains of the royal palaces and temples are preserved. Tourists can go sightseeing around by various kinds of vehicle, or by riding an elephant.

**PATTAYA**
Pattaya has the most popular beaches in Thailand. About 150 km from Bangkok, you can relax and enjoy a lot of activities and visit interesting places along the beaches of Pattaya. For example, scuba diving, bottle museum, the Pattaya Park, cabaret shows, the Model City, the Elephant Village, the Monkey School, etc.

**CHIANG MAI**
Chiang Mai is located in the northern part of Thailand. Its historical significance, fresh air and natural beauty attract a large number of tourists, especially in winter. There are various kinds of tourism activities in Chiang Mai, including sightseeing, trekking, local tradition fairs and other kinds of entertainment. It is about 695 km from Bangkok, and takes only 45 minutes by airplane, 9 hours by bus or car, and 13 hours by train.
3.5 Festivals

SONGKRAN

Songkran is the Thai New Year festival, held on April 13-15, which Thai people regard as the hottest time of the year. People come back to their home and pay respect to their parents and the elderly. In the afternoon, children and teenagers usually go outside and splash water on each other as a way of giving refreshment and cheer. You can join Songkran festival in Chiang Mai, Pattaya, Kaosarn Road in Bangkok, or anywhere around Thailand.

LOY KRA TONG

It is the celebration of expressing our gratitude to the river for its usefulness, and making amends for our misuse. On the full moon night of November, people make “Kra Tongs” from a plate of banana trunk, and decorate them with flowers, joysticks and candles. Then, they float them in the river. Famous places that hold Loy Kra Tong festivals are Sukhothai and Ayuthaya.
### 3.6 Calendar

#### OFFICIAL HOLIDAYS

Here are the official holidays in Thailand when the embassies and the government offices are closed. If a holiday falls on the weekends, the following Monday becomes a substitute holiday. And there are some Buddhist holidays which are changeble according to the lunar calendar.

<table>
<thead>
<tr>
<th>Year</th>
<th>JAN</th>
<th>1</th>
<th>Tue</th>
<th>New Year's Day</th>
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<tbody>
<tr>
<td></td>
<td>FEB</td>
<td>25</td>
<td>Mon</td>
<td>Makha Bucha Day (lunar)</td>
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<td>APR</td>
<td>6</td>
<td>Sat</td>
<td>Chakri Memorial Day</td>
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<td>8</td>
<td>Mon</td>
<td>Chakri Memorial Day (substitute)</td>
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<td>13-17</td>
<td>Sat-Wed</td>
<td>Songkran Festival</td>
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<td>MAY</td>
<td>1</td>
<td>Wed</td>
<td>National Labor Day</td>
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<td>5</td>
<td>Sun</td>
<td>Coronation Day</td>
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<td>Mon</td>
<td>Coronation Day (substitute)</td>
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<td>24</td>
<td>Fri</td>
<td>Visakha Bucha Day (lunar)</td>
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<td>JUL</td>
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<td>Mid-year Bank Holiday</td>
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<td>22</td>
<td>Mon</td>
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<td>Tue</td>
<td>Buddhist Lent Day (lunar)</td>
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<td>AUG</td>
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<td>Mon</td>
<td>H.M. The Queen's Birthday / Mother's Day</td>
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<td>King Chulalongkorn Memorial Day</td>
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<td>10</td>
<td>Tue</td>
<td>Constitution Day</td>
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<td>31</td>
<td>Tue</td>
<td>New Year’s Eve</td>
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<td>7</td>
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<td>13-16</td>
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#### ACADEMIC CALENDAR

SIIT has a schedule of registration, add/drop and withdrawal periods, and exams. Make sure you are aware of these important dates. The information is available at [www.siit.tu.ac.th](http://www.siit.tu.ac.th).
3.7 DO’s and DON’Ts in Thailand

Do “wai” a person who is older than you, especially your teachers and your friend’s parents. “Wai” is the polite way of greeting in Thailand, with palms held together in front of your body and a slight bow of your head.

Do speak slowly and clearly, especially when ordering food, even when the waiter can speak English. The best way is to simply point at the number in the menu and say “45 - one, please,” or “33 - two, please.” Some menus have many errors.

Don’t post any cash and don’t post an important document when you don’t have another copy, even if it is registered. The frequency of loss is very high and it also takes a long time to arrive. It is advisable to post important letters using EMS.

Don’t criticize the Royal Family, even in jest. Thais treat the Royal Family with the greatest respect and affection. Do likewise.

Don’t point your feet at anyone or anything. When sitting with your legs crossed, it is quite easy to accidentally offend someone with your feet. It’s also not a good idea to point your finger at anything. If you need to indicate an object or a direction, do it the Thai way: with a flat hand, all fingers extended and together.

Don’t touch anyone on the head. A person's head is as exalted, in the Thai way of thinking, as the feet are lowly.

“Wai”
(Thai Airways)
4. Welcome to SIIT, Thammasat University

Sirindhorn International Institute of Technology (SIIT) has two campuses. One is located on the Rangsit Campus of Thammasat University, and the other is in Bangkadi (about 20 minutes from Rangsit).

4.1 Campus Maps

Access to SIIT Rangsit Campus.
Access to SIIT Bankadi Campus.

4.2 On-Campus Transportation

BUSES

The buses that reach the Rangsit Campus are: number 29, 39 and 510 (Please make sure by asking the driver whether the bus will arrive at Thammasat Rangsit, because some of them stop only at the nearby Future Park Department Store).
WHITE VANS
There are (white) mini vans in Rangsit Campus:

- to Future Park Department Store
- to Tha Pra Chan Campus
- to the Victory Monument (downtown). 30 Baht. Leave every 10 - 30 minutes and take around 45 minutes on the way. (Many buses and vans usually stop at the Victory Monument where you can take other transportation such as buses, taxis and skytrain to other places.)
- to Chatuchak (a subway-skytrain interchange station and JJ weekend market). 30 Baht. Leave every 10 - 30 minutes and take around 30 minutes.

NGV SHUTTLE BUSES
There are three lines of (red-and-yellow) shuttle buses: number 1, 2 and 3. Each line stops at certain points within the campus. You can take them to the dorms, post office, bookstore, etc. The shuttle buses leave every 10-15 minute on the weekdays, from 7:00 am - 8:00 pm. You can go to SIIT by shuttle bus number 1.

PICK-UP TRUCKS
You can also go around the campus by pick-up trucks or “Song Taews” (meaning “two-row”). The lines are the same as the shuttle buses but you have to pay 4-5 Baht.

MOTORCYCLES
Usually motorbike taxis cost 10 Baht-15 Baht, depending on the location. Motorbikes are faster and more convenient (and more risky). They are available all the time and can bring you to any place, whereas you have to wait for the shuttle buses and pick-up trucks.

BICYCLES
Thammasat University runs a green-campus campaign which provides bicycles for rent, together with bicycle lanes. The rental bikes are available on Monday to Friday, 7:00 am - 9:00 pm. The fee is 5 Baht per day for a city bike; and 10 Baht per day for a mountain bike. There are 3 bike rental station: near by NSTDA (North side of Rangsit Campus); Main Cafeteria; and Chieng Rak Gate.
4.3 Housing

Thammasat Rangsit Campus has on-campus dormitories for male and female students. Also, there are a lot of private dormitories located around the campus within walking distance. All of them are equipped with furniture, air-conditioning, and internet. Here are examples of the dormitories.

TU Dome

TU Dome is a cooperation between Thammasat University and the private sector, located on the opposite side of Thammasat, attached to the shopping mall complex with convenience stores, restaurants and banks. It has two buildings for female students and one for male. There is a crossing bridge from TU Dome to Thammasat shuttle bus station, a 10 minute walk. Monthly rent: 5,200 Baht for a 9-month contract; and 4,680 Baht for a year contract.

Sunta

Sunta is opposite to the university gate on Chieng Rak Road, around a 10 minute walk to the Campus. It has fitness center, food shops, a coffee shop, and a barbershop on the ground floor. Monthly rent: 5,300 Baht for a 1-month or 3-month contract; and 5,000 Baht for a year contract (Promotion: stay 12 months, pay 11 months).

Na Mo Tho Mansion

Opposite to the university gate on Chieng Rak Road, a 10 minute walk to the Campus. It has an English contract and most of the exchange students stay there. Monthly rent: 6,000 Baht for a 1-month contract; and 4,500 for more than 2 months.

VKP

Opposite to the university gate on Chieng Rak Road, a 10 minute walk to the Campus. VKP also has its own 3-stories shopping building. Monthly rent: 3,800 Baht per month (6-month contract only).

Golf View

Golf View is a 10-building dormitory 'city', located on the opposite side of the campus. It is quite far from the main street. But it has a number of facilities available such as food shops, a fitness center, a football field, badminton courts and reading rooms. You can take taxi or Golf View shuttle bus to the Campus. It takes 10-15 minutes by car. Monthly rent: 3,000 Baht for a 3-month contract (ground floor only); and 2,600-2,800 Baht for a year contract.

Interpark Mansion

Interpark is next to the University gate, a 2 minute walk. It has a reading area, fitness center, and swimming pool. Also, there are many food shops and convenience stores on the ground floor. Monthly rent: 5,000-6,000 Baht.

Banyan Tree / Twin Town / U House / Sky View / TU Dio

There are also a lot of dormitories located near the university gates, a 5-10 minute walk. Monthly rent, for example: Banyan Tree (6,500 Baht), Twin Town (5,000 Baht), U House (6,000 Baht).
(5,900-7,200 Baht, with fitness center and swimming pool), Sky View (6,900 Baht), TU Dio (6,900 Baht), etc.

**SIIT Residence Halls at Bangkadi**

There are separated male and female accommodations, located near the SIIT Bangkadi Campus. SIIT Residence Halls consist of rooms with 1 living room, 2 bedrooms, and 1 bathroom, with water heater, air conditioners, telephone, and furniture (beds and mattresses, wardrobes, work desks, dining table, and TV shelf.) Monthly rent: around 2,100 - 4,500 Baht.

You may find other dormitories that you prefer to stay on the internet. Please note that most of the dormitory websites are in Thai and the rental fees are changeable. One of the websites available (with photos, but in Thai language and not very up-to-date) is [http://dekdorm.com/](http://dekdorm.com/). You may check for available rooms and other conditions directly for each dormitory, or contact us. Our staff are happy to give some advice.

### 4.4 Campus Life

**BANKING SERVICES**

For banking services such as cash withdrawal and balance inquiries, you can conveniently use the automated teller machines (ATMs) around the campus and also in the SIIT Building. For full services, students can go to the branch offices of several banks inside the campus:

- Thai Military Bank: in front of Thammasat Hospital
- Bangkok Bank: Inter Zone and Science Park
- Krungthai Bank: at the Library hall nearby the Main Canteen

Credit cards can be used to withdraw cash at most ATMs

**HOSPITAL**

Thammasat Hospital, on the Rangsit Campus, provides outpatient, inpatient, and emergency medical services, as well as other health care services such as X-ray, physical examination, and dental care. Physicians, nurses, and medical interns are available 24 hours. Students are eligible to receive discounts for room expenses and services. **For serious illness, please contact staff at International Affairs and Corporate Relations Division immediately.**

**LIBRARIES**

- **The Central Library**: near the Dome Building.
- **Puey Ungphakorn Library**: near the Social Science Complex. Contains more than 60,000 Economics thesis and research.

**SIIT Libraries**: on the ground floor of SIIT Main Building and 3rd floor of Sirindhalai Building at Bangkadi Campus.

The Libraries have excellent collections of textbook, conference proceedings, reports,
technical magazines, and journals. They have a computerized search system to assist students in locating their information sources.

**TU BOOKSTORE**

The Thammasat University Bookstore (TU Bookstore) is near the Dome Building. It is well stocked with publications and magazines in both Thai and English languages. Textbooks used in individual courses can be purchased at a competitive price. Stationery and office supplies are also available. This is where you can find Thammasat belts, buttons, and badges.

**CAFETERIAS**

Several cafeterias can be found throughout the Campus. They have a variety of food for a reasonable price. Some of them also open on weekends. Adjacent to the SIIT building is a cafeteria which serves both SIIT students and students of the Faculty of Engineering. The main cafeteria is opposite to the Dome Building.

There are also several coffee shops around SIIT. There is one on the third floor of the SIIT building, and another next to the Edutivity Building. Additionally, there is a bakery shop ‘UFM’ at the SIIT building (on the first floor), which sells snacks and beverages.

**FITNESS CENTER**

The fitness center is located at the aquatic gym (under the swimming pool). Exercise facilities and experienced trainers are provided. You have to bring a Thammasat ID card with you for free entrance. The opening time is 1:00 pm - 9:00 pm on Monday - Friday, and 10:00 am - 9:00 pm on weekends.

**POST-OFFICE**

Thammasat - Rangsit Post Office is on the first floor of the Dome Building. The Post Office offers complete postal services such as regular mail service, express mail service (EMS), registered mail service, package mail service, and money orders during business hours.

**ENTERTAINMENT AND SHOPPING**

The nearest department store is Future Park. It is the biggest and most popular shopping mall and entertainment center around here. In downtown, the main areas of interest are Siam Square, Silom Road, and Chatuchak (JJ) Market. Everything you could possibly want is available in Bangkok. Ask your friends for advice.
5. Visa Information

SIIT student who has a problem with their passport, for example, when you want to change, renew, re-enter, or when the passport is expired, please contact **Ms. Rapeepan Narkruksa (Personnel Section, 2nd floor of the SIIT Main Building, Rangsit Campus)**. Here are the guidelines from the Personnel Section:

1. Visa Types for Study in Thailand
   - Non-Immigrant Visa, type “ED”
   - Non-Immigrant Visa, type “O”

2. Single & Multiple Entry Visa

   From a Thai Embassy or Consulate abroad
   - **Single Entry Visa** is recommended for a foreigner who enters Thailand only once to stay for at least 90 days, needs to extend the Non-Immigrant Visa in Thailand, and plans not to leave and re-enter Thailand several times during the validity of the current Non-Immigrant visa.
   - **Multiple Entry Visa** is recommended for a foreigner who plans to temporarily stay in Thailand for not over 90 days each time, and intends to leave and re-enter Thailand several times a year. With a multiple entry visa, you will not be charged for a re-entry permit fee for one year.

   **Please note that**
   ALL foreigners who enter Thailand with either a single or multiple entry Visa will receive permission to stay in Thailand for not over 90 days, according to the validity of their Non-Immigrant Visa.

3. Application of Student Visa

   **Case A: A foreign student who is currently abroad**
   - SIIT (Admission and Public Relations) sends an admission letter to you by e-mail/post so that you can bring it to a Thai Embassy or Consulate abroad.
   - You will be granted a Non-Immigrant Visa, type “ED” that allows you to stay in Thailand for 90 days.

   **Case B: A foreign student who is currently in Thailand**
   - You should contact the Personnel Section of SIIT at Rangsit Campus for advice and documents required.
   - You will have to go abroad to apply for a Non-Immigrant Visa, type “ED” at a Thai Embassy or Consulate. It takes about 2-3 days for the visa to be processed.
   - With the granted Visa, you will be allowed to stay in Thailand for 90 days.
4. Change of Visa Type for Study

Case C: A foreign student with a Tourist Visa
If you came into Thailand with a Tourist Visa (TR) granted by a Thai Embassy or Consulate abroad, you can apply for a change of Visa type to a Non-Immigrant Visa, type “ED” at the Immigration Office in Bangkok.

Please note that:
- To apply for a change of Visa type, the current Tourist Visa must be still valid for at least 30 days prior to its expiry date, and there is no record of a fine due to an overstay in Thailand.
- With a Non-Immigrant Visa type “O” or as a dependent, you are allowed to study at SIIT and do not need to change your Visa status.

★ Documents required (For A, B, and C)
1. A letter of student admission (in the case of A only)
2. An official letter from Thammasat University requesting a Non-Immigrant Visa, type “ED” for an applicant (in the case of B only)
3. An official letter from Thammasat University requesting a change of Visa type for an applicant (in the case of C only)
4. A certified letter of the student’s status from SIIT (in the case of B and C only)
5. A copy of educational certificates
6. Original passport and a copy of passport
7. One or two photographs (passport size)
8. A fee of 2,000 Baht (in the case of C only)

5. Extension of Student Visa

You MUST contact the Personnel Section of SIIT at Rangsit Campus AT LEAST 3 WEEKS prior to the expiry date of your current visa for a Visa extension. The Institute usually takes a week to prepare the documents for you.

Please note that:
- A new SIIT student who just graduated from high school in Thailand and holds a Non-Immigrant Visa, type “ED”, will not be allowed to extend the Visa for study at SIIT unless the old Visa has been cancelled by the high school after graduation. After the cancellation of the student Visa from the high school, you will have permission to stay in Thailand for only 7 days. During this short period you should contact the Personnel Section of SIIT at Rangsit Campus to prepare the documents for your Visa extension.
- A new SIIT student who just graduated from high school in Thailand and holds a Non-Immigrant Visa, type “O” as a dependent Visa, will be allowed to extend the Visa for study at SIIT. There is no need to cancel the Visa from the high school.

★ Documents required for Student Visa Extension
1. An official letter from Thammasat University requesting a student Visa extension
2. ‘TM.7’ form (available from Thailand Immigration’s website or SIIT Personnel Section)
3. A certified letter of the student’s status
4. Original passport and a copy of passport
5. One photograph (passport size)
6. A fee of 1,900 Baht
6. Extension of Tourist Visa

A Tourist Visa (TR) granted by a Thai Embassy/Consulate abroad is valid for 60 days and can be extended to get permission to stay in Thailand as follows:

• For the 1st time, it will be extended for 30 days
• For the 2nd time, it will be extended for 7 days

Please note that:
The Immigration Office in Thailand will allow you to consecutively extend a Tourist Visa only twice.

★ Documents required for Tourist Visa extension

1. ‘TM.7’ form (available from Thailand Immigration’s website or SIIT Personnel Section)
2. Original passport and a copy of passport
3. One photograph (passport size)
4. A fee of 1,900 Baht

7. Extension of Visa on Arrival

If you came into Thailand without an entry Visa from a Thai Embassy or Consulate abroad, the Immigration Officer at the airport/border will give a stamp of a Visa on Arrival in your passport which will allow you to stay in Thailand for 30 days. The Visa can be extended for only 7 days and is not eligible for a change of Visa type, for study.

★ Documents required for Visa on Arrival extension

1. ‘TM.7’ form (available from Thailand Immigration’s website or SIIT Personnel Section)
2. Original passport and a copy of passport
3. One photograph (passport size)
4. A fee of 1,900 Baht

8. The Regulations on Temporary Stay in Thailand

8.1) Overstay

Foreigners who have overstayed their Visa in Thailand, will be fined 500 Baht per day or a maximum of up to 20,000 Baht by the Immigration Office.

Please note that:
• A fine for an overstay can be paid on the date of Visa extension at the Immigration Office, Bangkok or other regional immigration Offices.
• A fine for an overstay can be paid on departure at the Immigration Office, Suvarnabhumi Airport or any regional immigration checkpoint.

8.2) Re-Entry Permit

ALL foreigners who hold a Non-Immigrant Visa, types “ED”, “B”, “O” or “F”, must apply for a
Re-entry permit, when leaving Thailand with intention of returning to Thailand, otherwise their current Visa will expire immediately.

Re-entry permit applications must be processed in person at the Bangkok Immigration Office (Chaengwattana Rd.), or any regional Immigration office in the workplace province or residing area of foreigners.

**Please note that:**
- Applying for a re-entry permit can be processed only 1 month in advance.
- A re-entry permit at the Suvarnnabhumi Airport can be processed on the departure date.

★★ **Documents required for a Re-entry permit**

1. Re-entry form 'TM.8' (available from Thailand Immigration's website or SIIT Personnel Section)
2. Original passport
3. One photograph (passport size)
4. Fees: 1,000 Baht (single entry)
   : 3,800 Baht (multiple entry)

8.3) **90-Day Report**

ALL foreigners who have been granted a Non-Immigrant Visa for a temporary stay in Thailand, and intend to stay longer than 90 days, must report every 90 days to the Immigration Office in their residing area to inform the police of where they stay and work or study.

**Please note that:**
- SIIT Personnel staff can do the 90-day report on behalf of you at the Immigration Office.
- A 90-day report can be processed 2 weeks in advance.
- A minimum fine of 2,000 Baht or up to 5,000 Baht, must be paid for an overdue report found at a Regional Immigration Office or on departure at Suvarnabhumi Airport.

★★ **Documents required for a 90-Day Report**

1. Original passport
2. A 90-day report form (available from Thailand Immigration’s website or SIIT Personnel Section)
3. A receiving form of the latest 90-Day Report
4. A departure/arrival card ('TM.6' Form)
5. A copy of passport

Any inquiries, please contact:
- **SIIT Personnel Section**
  Tel.: 02 986 9009  Ext. 1305, 1203 or 1208

**Immigration Offices:**
- **Immigration Office, Bangkok, Chaengwattana Rd.**
  Tel.: 02 141 9889; 02 141 7896
- **Immigration Office, Pathum Thani**
  Tel.: 02 593 1991
- [www.immigration.go.th](http://www.immigration.go.th)
6. Telephones and Important Numbers

PUBLIC TELEPHONES

Public telephones and telephone booths can be found occasionally in the city centers or skytrain/subway stations. You have to put coins (1, 5 and 10 Baht) in the slit and dial. The price is counted by minutes.

INTERNATIONAL CALLS

The Thailand country code is 66. The Bangkok Metropolitan code is 02. If you call from outside Thailand, the number will start with 662 (for Bangkok Metropolitan). In case your internet call doesn’t work, there are international calling cards available at some bookstores and IT shops.

EMERGENCY

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<td>Ambulance</td>
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<td>Thammasat Hospital</td>
<td>02 926 9999</td>
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<tr>
<td>Vibhavadi Hospital (emergency call)</td>
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OTHER USEFUL NUMBERS

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<tr>
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<tr>
<td>Suvarnabhumi Airport Call Center</td>
<td>1722 or 02 132 1888</td>
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</tbody>
</table>
International Affairs & Corporate Relations Division

Sirindhorn International Institute of Technology (SIIT)
Thammasat University

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