



Incoming Exchange Student Guidebook

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General Information

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The Legendary Institution: Thammasat University

Thammasat University is Thailand's second oldest university. Officially inaugurated on 27 June 1934 at Tha Phrachan on the Rattanakosin Island and on the Bank of the Chao Phraya River. The University's founder, Prof. Dr. Pridi Banomyong, originally named Thammasat the "University of Ethics and Politics", reflecting its primary mission to offer higher education in the disciplines of law and politics to the new citizenry and prepare Thai people for their new democratic system. Hoping to make higher learning accessible to all, Thammasat began as an open university with 7,094 students enrolled in its first academic year.

Since its initial inception, Thammasat University has evolved from an open university for law and politics to a prestigious international research university offering all levels of academic degrees and producing cutting edge research across a broad spectrum of academic disciplines. The University has graduated more than 300,000 students since its founding who have gone on to make great contributions to the development and progress of Thailand and the world. Notable university alumni include former Prime Ministers, leading politicians and government figures, Bank of Thailand governors, supreme court judges, provincial governors, as well as experts in various fields.



Today, Thammasat University still follows its guiding philosophy to uphold academic excellence, services to society, promotion of arts and culture, social equality and social justice under the philosophies of constitutional monarchy and democracy. Thammasat students are not only well-rounded and well-adjusted members of their community, but are also conscious of their social responsibility as famously expressed by a former student.

“I love Thammasat because Thammasat teaches me to love the people.”

Thammasat University Campus

Currently, Thammasat University holds all of the Thai program's undergraduate courses and the science and technology graduate courses at its Rangsit Campus. The graduate programs in social sciences, international programs and special programs are taught at Tha Prachan. There are also two additional regional campuses in Pattaya and Lampang as appeared below:

Tha Prachan Campus



2 Prachan Road, Bangkok 10200 Thailand.
Phone: +66 2 613 3333

Rangsit Campus



99 Moo 18 Paholyothin Road, Klong Luang,
Rangsit, Prathumthani 12121 Thailand.
Phone: +66 2 564 4440-79

Pattaya Learning Resort



39/4 Moo 5 Bang Lamung, Chonburi 20150
Thailand.
Phone: +66 38 259 010

Lampang Campus



248 Moo 2 Lampang-Chiang Mai Road,
Hangchat, Lampang 52190 Thailand.
Phone: +66 54 268701 Ext. 5181, 5182

The Legendary Institution: Thammasat Business School

The EQUIS-accredited Thammasat Business School (TBS) was established in 1938 as the Faculty of Commerce and Accountancy. It offers a wide range of business education in various fields, from bachelor's to doctoral levels, in both Thai and English. It currently offers 2 Bachelors, 1 Diploma, 9 Masters and 1 Doctoral Degree programs. A wide range of fields are covered - including accounting, finance and banking, marketing, management information systems, entrepreneurship and human resource managements, operations management, international business, logistics and transport management and real estate business.



TBS has earned the reputation of being one of Thailand's best business schools with EQUIS and AACSB Accreditations. Over the past 70 years, TBS has helped over 40,000 graduates take their first steps on the road to success in both the public and private sectors. TBS offers five leading international programs which provide students with a wealth of routes to their chose futures. Those include BBA (Bachelor Degree's in

Business Administration with concentration either on accounting, finance and marketing), MIM (Master Degree Program in Marketing), MIF (Master in Finance International Program), International MBA (Master of Business Administration) and PHD (Doctor of Philosophy in Business Administration).

TBS builds an extensive network of business partners in a broad spectrum of industries. They enable the School to introduce students to key executives and prominent figures in business. This is also advantageous to our students as a major source of internships and placements, upon graduation, references and important information.

To date, TBS students have won a number of internationally recognized awards, including CFA Global Championship, Ventures Lab Investment Competition (formerly known as Global Moot Corp – the Super Bowl of Business Plan Competition), Citigroup International Case Competition, and many more.

Thammasat Business School International Programs Information Sheet

This information sheet is to inform all incoming exchange students regarding the relevant information regarding the following aspects.

BBA International Program



Address: BBA International Program
Thammasat Business School,
Boonchu meeting room, 3rd Floor,
Mulitpurpose 1 building, Thammasat
University, 2 Prachan Rd., Bangkok 10200,
THAILAND

Phone: +66 2 613 2208 Ext. 0

Fax: +66 2 225 2113, +66 2 225 2107 Ext. 16

E-mail: bbathammasat@tbs.tu.ac.th

Website: www.bba.tbs.tu.ac.th

Facebook: www.facebook.com/BBAThammasat

Program Information Sheet: BBA International Program	
<p>Attendance and Class sign-in:</p>	<ul style="list-style-type: none"> • Students must attend at least 70% of the total class time to be eligible to take the final exam. The attendance checking will be performed for every class, except for the first two weeks of the semester (Add-Drop Period). Students are required to sign the attendance sheet before the class time. • Students must wear the uniform to all classes, otherwise, their presence would not be considered. • Students must show Thammasat University Student ID. card when check attendance. • The venue for attendance check are as follows: <ul style="list-style-type: none"> - TBS building: 2nd floor, near the elevator at Sanamluang Wing. - Mulitpurpose 2 Building: 3rd floor, near the elevator. • The venue for late attendance check are as follows: <ul style="list-style-type: none"> - TBS building: BBA Office. - Mulitpurpose 2 Building: 3rd floor, near the elevator. - Should there be any location change, BBA International Program will inform students accordingly.

Program Information Sheet: BBA International Program

Attendance policy are as follows:

- Being late for less than 15 minutes would be considered as “Present”.
- Being late for more than 15 minutes but less than 30 minutes would be considered as “Late”. Therefore, one late class is equivalent to 30-minute absence.
- Being late for more than 30 minutes would be considered as “Absent”. One absence is equivalent to actual class time i.e. 3-hour absence for 3-hour session.

Important issues related to attendance checking:

- If students are to attend academic-related activities (e.g. case competition), his/her absence from classes will be excused. However, each student is required to submit a formal notice prior to the participation of such events.
- If students cannot attend the “make-up” classes which is informed in the course outline, they are required to submit a formal notice prior to the make-up classes. Otherwise, they will not be excused from their absence. The reasons for absence, however, must be acceptable to the BBA International Program.
- If the “make-up” class coincides with the student’s other classes, the student’s absence will not be counted. Please inform the BBA staff prior to your absence.
- Personal absence and absence because of physical problems will be counted as a normal absence.
- At the end of each month, BBA International Program will summarize the attendance information and inform students the number or hours students miss the classes. Towards the end of the semester, BBA International Program will summarize the total number of hours students miss the classes. Please go to <http://student.bba.tbs.tu.ac.th/> for check the missing classes.
- Students who miss more than 13 hours of class but less than 22 hours, must file the petition request for final exam eligibility at the BBA Office prior to exam date. Students must seek instructor’s approval for eligibility to take the final exams and get approval by the dean. The dean’s decision is considered final.
- Students who miss more than 22 hours of class are NOT eligible to take the final exams and results in course failure.
- Please note that forging other student signatures or failure to attend class after signing in results different level of penalty imposed.

Program Information Sheet: BBA International Program

	<ul style="list-style-type: none"> • Level 1 penalty: First time rule breakers will be considered as “Absent” for that actual class time. Moreover, a warning letter issued to first-time rule breakers. • Level 2 penalty: Second time rule breakers receive an “F” for the course. 		
<p>Dress Code:</p>	<ul style="list-style-type: none"> • Students are required to wear the Thammasat student’s uniform to attend classes, regardless of class attendance being stipulated as a condition. • Students attending classes held over the weekend are required to wear the BBA T-shirt and ‘polite dresses (No tank tops, shorts, hip-hop pants, flip-flops, sandals, etc.) • Students participating in any university activities, such as field trip, are required to wear the Thammasat student’s uniform or BBA T-shirt. • Wearing “(too) casual or impolite attire” is considered “violating the University’s dress code”. • The BBA Office reserves the right to provide no services to the BBA students violating the dress code policy. <p>Thammasat student uniform are as follows:</p> <table border="1" data-bbox="579 1055 1385 1417"> <tr> <td data-bbox="579 1055 983 1417"> <p>Female:</p> <ul style="list-style-type: none"> • White-short sleeves shirt • Black skirt • Thammasat uniform belt • Thammasat pins & buttons • Shoes or sneaker </td> <td data-bbox="983 1055 1385 1417"> <p>Male:</p> <ul style="list-style-type: none"> • White shirt (short or long sleeves) • Black trousers • Thammasat uniform belt • Shoes or sneaker </td> </tr> </table>	<p>Female:</p> <ul style="list-style-type: none"> • White-short sleeves shirt • Black skirt • Thammasat uniform belt • Thammasat pins & buttons • Shoes or sneaker 	<p>Male:</p> <ul style="list-style-type: none"> • White shirt (short or long sleeves) • Black trousers • Thammasat uniform belt • Shoes or sneaker
<p>Female:</p> <ul style="list-style-type: none"> • White-short sleeves shirt • Black skirt • Thammasat uniform belt • Thammasat pins & buttons • Shoes or sneaker 	<p>Male:</p> <ul style="list-style-type: none"> • White shirt (short or long sleeves) • Black trousers • Thammasat uniform belt • Shoes or sneaker 		
<p>Handouts and Texts:</p>	<p>Students are required to download the class material before class. Please go to http://student.bba.tbs.tu.ac.th/ for download.</p>		
<p>Facebook group Page:</p>	<p>Students are required to sign up with the facebook group. Please go to https://www.facebook.com/groups/BBAThammasat/ to sign up.</p>		
<p>Honor Code Examination Rules:</p>	<p>Examination rule:</p> <ul style="list-style-type: none"> • BBA International Program announces the exam schedule in advance. Therefore, no make-up exams will be offered for any reasons. • Students must dress in proper student uniform and shoes. • Students have to present the student I.D. card before entering into the examination room. Otherwise, students will not be allowed to sit for the examination. 		

Program Information Sheet: BBA International Program

Any student who does not bring the student I.D. card, please contact the BBA staff at least 1 hour before the examination starts to get the temporary card. The temporary card will be charged at the following rates:

Issue	Fees	Card Color
1st Time	50 Baht	Blue
2nd Time	100 Baht	Yellow
3rd Time	150 Baht	Green
4th Time	200 Baht	Purple
5th Time	250 Baht	Pink

- The communication devices are not allowed (mobile phones, pagers, etc). Students should leave their personal belongings with the exam proctors to avoid loss. Students must place the aforementioned devices in the clear envelope provided by the Program. The body search might be implemented to ensure that the students have no prohibited devices. Students are allowed to enter the exam room 5 minutes prior to exam time because the body search procedure might take time.
- Students are not allowed to leave the exam room until the exam paper is completed. No rest break is allowed.
- Students are not allowed to take the exam if they are late for 30 minutes or more.

The following things allowed in the exam:

- For open-book exam, Texts, handouts, and notes are allowed. However, the communication and electronic devices (e.g. computers, iPad, talking dictionary, etc.) are prohibited.
- For closed-book exam, the following are allowed:
 - Stationary: only pens, pencils and erasers, transparent pencil case or BBA pencil case are allowed. No rulers and other pencil cases are allowed; unless otherwise specified by the instructors.
 - Dictionary (Only when specified by the instructors).
 - A calculator: BBA International Program requires the students to use the Texas Instrument: BA II Plus or simple calculators unless otherwise, specified by instructors.
- Students must not borrow anything from other students. Otherwise, such acts will be considered as exam misconduct.
- Students may not be allowed to take exam or the act may be considered as exam misconduct.

Program Information Sheet: BBA International Program

	<ul style="list-style-type: none">• Cheating in any form of class exam or quiz or plagiarism is subject to the penalties based on Thammasat University's student compliance act. <p>The minimum penalty for exam misconduct is immediate failure ("F") for that course. The misconduct and penalty will be reported to the student university.</p>
Other Relevant Information:	<ul style="list-style-type: none">• Additional rules may apply according to the BBA policy.• The students can collect their BBA T-shirt and BBA pencil case at the BBA office as announced by the BBA International Program. <p>At the end of every semesters, the students are acquired to complete an online evaluation at www.reg.tu.ac.th</p>

Master in Finance International Program

	Address:	Master in Finance International Program Boonchu Rojanastien meeting room, 3 rd Floor, Multipurpose-I Building, Thammasat University, 2 Prachan Rd., Bangkok 10200, THAILAND
	Tel.:	+66 2613 2246
	E-mail:	mif@tbs.tu.ac.th
	Website:	www.mif.tbs.tu.ac.th
	Facebook:	www.facebook.com/MIFThammasat University

This information sheet is to inform all incoming exchange students regarding the relevant information regarding the following aspects.

Attendance and Class sign-in:	According to Thammasat University's Regulations, any students attending class less than 80% of the total class time will be dis-titled from that particular course. Sign-up sheet will be placed at 2 nd floor Thammasat Business School building (Tha-prachan side) and you will be asked to sign in within 30 minutes before each class begins. Please note that being late for more than 30 minutes will be considered as "Absent". Furthermore, students cannot miss more than 3 sessions in each 3-credit course and 2 session in each 2-credit course.
Dress Code:	Dress up properly and please refrain from wearing shorts, impolite tops, slipper, sandals or any improper clothing.
Materials	Download materials 1. Access the website www.mif.tbs.tu.ac.th 2. Click "CURRENT STUDENT AND FACULTY LOGIN" 3. Login" by filling as follows : Username : Student ID Password : Student ID 4. Click "Classes" then click "Materials"
Honor Code Examination Rules:	This depends on the instructor's regulation and Thammasat University's Regulations.
Dinner before class and coffee break during class:	MIF program provides meals to all MIF students. Cafeteria (Room No.104) is located on the ground floor, next to computer room No.105. TU Student Card is required for meal services. The meal time are appeared as below: - Breakfast for Weekend class at 08:00 - 09:00 a.m. - Lunch for Weekend class at 12:00 noon - 01:00 p.m. (all day class) - Dinner for Weekday class at 05:00 - 06:00 p.m. Note: Coffee break are provided for Weekend class

Master of Business Administration (Global Business Management)



Address: Master of Business Administration (Global Business Management)
 Thammasat Business School,
 Thammasat University,
 Room 501, 5th floor
 2 Prachan Rd., Bangkok 10200
 THAILAND

Phone.: +66 2222 2192

Fax: +66 2226 8107

E-mail: gemba@tbs.tu.ac.th

Website: www.gemba.tbs.tu.ac.th/

Facebook: <https://www.facebook.com/GEMBATBS/>

This information sheet is to inform all incoming exchange students regarding the relevant information regarding the following aspects.

Attendance and Class sign-in:	<ul style="list-style-type: none"> - According to Thammasat University’s Regulations, any students attending class less than 80% of the total class time will be distilled from that particular course. - Students are to sign for their attendance each class and they must remain in class for an entire session. If students are late for more than 30 minutes or if the students sign the attendance sheet and do not stay in class for an entire session, students will be considered ‘absent’. - Please always check your emails for program’s updates in case there is a change in date, time or venue of classes.
Dress Code:	<ul style="list-style-type: none"> - Dress up properly and please refrain from wearing shorts, impolite tops, slipper, sandals or any improper clothing. - Business attire is encouraged.
Handouts and Texts:	<ul style="list-style-type: none"> - This will be announced in each course.
Honor Code:	<ul style="list-style-type: none"> - Students are encouraged to participate in class attentively and productively. - As a respect to the lecturers and your classmates, the use of mobile/laptop in class is restricted.
Lunches & Refreshments	<ul style="list-style-type: none"> - For a full-day class, GEMBA classes include lunches and refreshments. - For a half-day class, there will be one refreshment.

Student Checklists

Things to do BEFORE you arrive

- Take an acceptance letter and visa application letter issued by CIA to apply for a **Non-immigration VISA** at the Thai Embassy or Consulate-General in your country.
For more information, please visit www.thaiembassy.org/main
Please be advised that the **Non-immigration VISA** is valid for only 90 days.
- Apply for a health and accident insurance. When searching for insurance options, you should provide specifically that you would be a student instead of a tourist. A health insurance from your country will mostly be accepted by many international hospitals in Thailand.
- Complete “Registration for Thammasat Students Status” (TBA)
- Complete an orientation and excursion confirmation form (TBA)
- Find the housing or apartment (see the lists of housing and apartment on page 14)
(You are suggested to select the housing and residence located near the campus in Bangkok because visa extension must be applied in Bangkok only.)
- Complete the course registration online form (TBA)

Things to do WHEN you arrive

- Check a list of “Buddy”, Thai students who will support you during your stay in Thailand (TBA)
- Submit the “**Registration for Thammasat Students Status form**”
Deadline for submission:
Fall semester: August 1
Spring semester: January 1
- Attend TBS and TU Orientations, which are organized 1 week prior to a semester, begins and compulsory for all new exchange students.
- Obtain a student ID card & bank account at Bangkok Bank, Thammasat University Branches
- Install LINE Application
- Obtain Email: ...@dome.tu.ac.th and ...@tbs.tu.ac.th for contacting with the program

Course Registration & Grading Information

The following information is related course registration information for incoming exchange student at Thammasat Business School. We attempt to cover all the necessary information related to course and registration.

1. Course offerings

Once incoming exchange students receive the course offerings at least one week before course registration day, and course syllabus from Center for International Affairs. All courses must be approved by student's institution before student registers the courses.

2. Course credit

A graduate exchange student must enroll in a minimum of 6 credits per semester and must not exceed 12 credits for each semester, while an undergraduate exchange can register the courses no more than 15 credits for each semester.

3. Prerequisite requirements

Some courses require a pre-requisite as appeared in the course offerings. Prerequisite requirements are waived for exchange students. However, the students should have the fundamental knowledge needed to study the course.

4. Registration guideline and procedure

a. Course registration period

A Course Registration Period is set before the semester begins, and students will receive a course registration request form via email.

b. Course registration request online form

Students will obtain the link for Course Registration Request Online. You are required to fill in, and please ensure that all provided information is accurate including your personal information, course title, course code, section and credit. Due to the limited seats, you are suggested to choose the courses as many as you can in case that there are a high demand of the courses you would like to register.



Important Note:

Class period and final exam date conflict

Thammasat Business School will not allow you to register courses which both class period and final exam are scheduled at the same time, even if they overlap by just a few minutes. Failure to comply this rules will result in seat cancellation or grade performance.

c. ***Waiting lists***

Waitlists are offered only when a course is full. They have capacity limits; once the waitlist is full, then you can't get on it until there is an opening. If a course you have waitlisted becomes available, you must assure that there are no time conflicts with your schedule; otherwise, you will not be allowed to register for the waitlisted course.

5. Add-drop period

Students may change their registered courses during add & drop period without “W”, which usually begins on the first week of the semester. You have to ask for an “Add/Drop Course Form Request” at the Center for International Affairs. ***For those who received the courses that you selected during the course enrollment period, you are not allowed to change the course during add and drop period.***

6. Grading: Letter Grade System

Undergraduate Level			Graduate Level		
A	=	4.00	A	=	4.00
B+	=	3.50	A-	=	3.67
B	=	3.00	B+	=	3.33
C+	=	2.50	B	=	3.00
C	=	2.00	B-	=	2.67
D+	=	1.50	C+	=	2.33
D	=	1.00	C	=	2.00
F	=	0.00	D	=	1.00
			F	=	0.00

7. Transcripts

An electronic pdf file is emailed directly to coordinator and student and the hard copy of transcript will be sent to the student’s school directly. **The student will obtain the transcript after the semester ended around 2 months.**

TBS Academic Calendar

➤ Undergraduate Level

The TBS academic calendar for Fall 2022 is scheduled as follows:

TBS Academic Calendar	
Important Dates	Schedule
Course Registration Period	July 1-5, 2022
Orientation week	August 1-5, 2022
Thammasat University Orientation (Mandatory)	August 1-5, 2022
Thammasat Business School Orientation (Mandatory)	August 1-5, 2022
Fall Semester Begins	August 8, 2022
Period of Withdraw W/O Record	August 8-11, 2022
H.M. Queen Sirikit The Queen Mother's Birthday*	August 12, 2022
Period of Midterm Examination	September 25-October 2, 2022
Period of Withdraw with "W"	October 10-12, 2022
H.M. King Bhumibol Adulyadej The Great Memorial Day*	October 13, 2022
King Chulalongkorn's Day*	October 23-24, 2022
Last Day of the Classes	November 26, 2022
Constitution Day*	December 10, 2022
Substitution for Constitution Day*	December 11, 2022
Period of Final Examination	November 28-December 16, 2022
Official Transcript	February 15, 2022

IMPORTANT NOTE



* Holiday

** No classes during this period

***The TBS academic calendar for Spring 2022 is subject to change without notice.

****The exchange students are required to book the returned flight around 1 week or longer after the last day of final examination period.

➤ **Graduate Level**

The TBS academic calendar for Fall 2022 is scheduled as follows:

TBS Academic Calendar	
Important Dates	Schedule
Course Registration Period	July 1-5, 2022
Orientation week	August 1-5, 2022
Thammasat University Orientation (Mandatory)	August 1-5, 2022
Thammasat Business School Orientation (Mandatory)	August 1-5, 2022
Fall Semester Begins	August 8, 2022
Period of Withdraw W/O Record	July 22-26, 2022
H.M. Queen Sirikit The Queen Mother's Birthday*	August 12, 2022
Period of Midterm Examination	September 25-October 2, 2022
Period of Withdraw with "W"	October 10-12, 2022
H.M. King Bhumibol Adulyadej The Great Memorial Day*	October 13, 2022
King Chulalongkorn's Day*	October 23-24, 2022
Last Day of the Classes	November 26, 2022
Constitution Day*	December 10, 2022
Substitution for Constitution Day*	December 11, 2022
Period of Final Examination	November 28-December 16, 2022
Official Transcript	February 15, 2022

IMPORTANT NOTE



* Holiday

** No classes during this period

***The TBS academic calendar for Fall 2022 is subject to change without notice.

****The exchange students are required to book the returned flight around 1 week or longer after the last day of final examination period.

Visa

Visa Application

Once your application to the exchange program at Thammasat Business School has been approved, a letter of acceptance and a certification letter for a visa application will be issued by the Center for International Affairs. Exchange students will need to apply for a visa to enter the Kingdom of Thailand under a Non-immigrant category “ED”. Students must obtain the visa before departing their homeland to come to Thailand. Please use the letter of acceptance as one of documents to apply for a visa at the Royal Thai Embassy or Thai Consulate nearby students' area. There are 2 types of visa, but the options are different in each country. For more detailed information, please visit website: www.thaiembassy.org/main

Required Documents:

1. Passport with validity not less than 6 months
2. Visa application form
3. Recent ID photo (*6 cm)
4. Recommendation letters addressed to the Embassy or Consulate
5. Letter of acceptance from Thammasat Business School
6. Academic record and the student ID (if currently studying)

Non-Immigrant Visa: Single Entry Visa

Normally a single entry visa to Thailand is valid for 90 days. All students must extend their visa before 90 days expired. A single entry visa will allow you to enter Thailand only once. After you leave Thailand, you will no longer allow to come back to Thailand with the same visa. If students would like to leave Thailand during their study, they must apply for a re-entry permit before leaving the country.



Figure 1: Non-Immigrant visa (Single entry)

One Year Non-Immigrant Visa: Multiple-Entry

A multiple entry visa to Thailand is valid for period of 1 year. You are allowed to stay 90 days per entry. You can go aboard and come back to renew your visa. If you do not want to go aboard, you can extend your visa at the Immigration Bureau.



Figure 2: 1 year Non-immigrant visa (Multiple-entry)

Visa on Arrival

When you arrive Thailand, an immigration officer at the port of entry will place a stamp on your passport for your 90-day visa. The expiry date will be 90 days after that arrival date. You may be curious that an exchange for one semester will take 16 weeks, so 90 days' stay will not cover the entire period of your study. The Thai immigration law strictly offers only 90 days for ED visa, so students will need to apply for the extension of visa.

Visa Extension

After you are granted a Non-Immigrant "ED" with a 90-day visa on arrival, therefore, all international students need to apply for a visa extension to continue their staying until the end of their study period (1 semester or 1 year) As every exchange student will stay longer than 90 days in Thailand, so all international students will need to apply for the visa extension to continue their staying until the end of their study period (1 semester or 1 year). The CIA will issue a letter for visa extension 30 days prior to your initial visa expiration. Students can apply 1 month in advance before the expiration date.



Note: For single entry visa holders, you must get the extension at the immigration Bureau in Government Complex on Chaengwattana Road.

For a multiple-entry visa, you can either go aboard or come back to renew your visa or get the extension at the Immigration Bureau in Government Complex on Chaengwattana Road.

Required documents for visa extension:

- Application Form TM. 7
- Letter from Thammasat Business School
- One recent photo (4x6 cm)
- Passport and copy of the passport
- Visa Extension Fee THB 1,900



IMPORTANT NOTES:

- The visa extension petition must be filed in person at the Immigration Bureau in Government Complex on Chaengwattana Road.
- Overstaying is a serious crime that committed persons will be fined and subject to the deportation. If the overstay exceeds 40 days, the student must leave the country without any conditions. The overstaying fine is THB 500 per day, up to a maximum of THB 20,000.

Re-Entry permit: For Non-Immigrant Visa (Single Entry Visa)

Students who plan to travel outside Thailand need to apply for a re-entry permit before traveling. If you travel outside Thailand without a re-entry permit, you cannot re-enter Thailand with your current visa. The visa will be automatically cancelled. Students can apply for a re-entry permit at the Immigration Bureau. There are 2 types: single re-entry permit and multiple re-entry permit.

Required documents:

- TM. 8 Application Form
- One recent 2-inch photo
- THB 1,000 fee for single re-entry permit or THB 3,800 fee for multiple re-entry permit
- A copy of passport



Note: Re-entry permit is valid until visa expiration date. You may have to request for another permit after you get the extension.

Report of Residence every 90 days: Full year students

According to the Immigration Act B.E. 2522, Section 37 (5), the alien having received a temporary stay permit and staying in the Kingdom longer than 90 days, must notify of his/her place of stay to the competent official at the Immigration Bureau every 90 days.

Procedures of Notification

- Notifying in person at the Immigration Bureau or
- By registered mail or
- Via Internet www.bangkok.immigration.go.th



IMPORTANT NOTES:

- Notification of residence every 90 days must be made within 15 days before the due date.
- In case of late notification, the alien must notify in person because he/she has to pay fine.
- In case of late notification, the alien will be fined THB 2,000.
- Receipt of notification of staying longer than 90 days is not the extension of your stay permit.
- In case of leaving the Kingdom before the due date of notification, as the alien re-enter the kingdom, the due date to notify will be 90 days from the date of latest arrival.

Special case:

There are also rare cases that students cannot obtain ED Visa on time while in their homeland, similar to citizens in some countries, students can enter into Thailand with tourist visa on arrival since tourist visa does not offer any long period of stay, so students have to change his/her tourist visa. We do not recommend this option, but it can be done in emergency only.

Changing from Tourist Visa to Non-Immigrant “ED” Visa

The conversion of tourist visa to non-immigrant “ED” visa should be applied no exceeding 15 days when arriving the country.

Required documents:

- Form TM. 86
- A copy of passport pages (personal information page, last entries visa stamp, visa sticker and extension stamp-if any), and departure card (Form TM. 6)
- 1 recent photo (4x6 cm)
- THB 2,000 for Application Fee
- A letter from Thammasat Business School

Accommodation

Thammasat Business School does not provide on-campus dormitories for both Thai students and incoming exchange students but we provide a list of private apartment located nearby the campus. Below please find the suggested list of the apartments as below:

1. 3J Court



3J Court	
Monthly Room Rate / Deposit (s)	THB 5,600 - THB 14,600 per month / Deposit 2 months
Daily Room Rate	THB 700 and TH B800 (THB 1,000 deposit)
Facilities	<ul style="list-style-type: none"> • 24-hour security • Elevators • Canteen • Laundry • Fully furnished • Cleaning service • Post office • Internet
Service Charges (not including 7% VAT)	<ul style="list-style-type: none"> • Electricity fee THB 7 per unit • Water fee THB 18 per unit • Laundry THB 500 per 50 pieces or THB 3 per 5 kg. • THB 700 per month for weekly room cleaning with bed sheets and towels
Postal Address	8 Soi Somdejprapinklao 6, Bangyeekhan, Bangplud, Bangkok 10700 Thailand
Phone	+66 2 883 3663
Fax	+66 2 883 3664
E-mail	3jcourt@hotmail.co.th
Website	www.3jcourt.com

2. Amarin Mansion



Amarin Mansion	
Monthly Room Rate / Deposit (s)	THB 6,500 - THB 9,500 per month / Deposit 3 months
Daily Room Rate	THB 700 and THB 800 (THB 1,000 deposit)
Facilities	<ul style="list-style-type: none"> • Full furnished • 24- hour security • 2 Elevators • Air condition • Laundry • 60 CCTV • Restaurant • Emergency light • Parking lot
Service Charges (not including 7% VAT)	<ul style="list-style-type: none"> • Electricity fee THB8 per unit • Water (First 5 unit THB 150) fee THB 18 per unit • THB 300 Wi-Fi Internet per 1 device • Refrigerator rental fee THB 500 per month • TV rental fee THB 500 per month • Cable TV THB 150 per month
Service Charges (Check-out)	<ul style="list-style-type: none"> • Repaint, Curtain Washing THB 1,500 • Cleaning room THB 500
Postal Address	49/2 Soi Arun-Amarin39, Arun-Amarin Road, Bangkok Noi, Bangkok 10700 Thailand
Phone	+66 2 882 4848
Fax	+66 2 882 4499
E-mail	amarinmansion@gmail.com
Website	www.amarinmansion.com

3. Bo Rom 15 Mansion



Bo Rom 15 Mansion	
Monthly Room Rate / Deposit (s)	THB 6,500 - THB 7,500 per month / Deposit 3 months
Daily Room Rate	THB 700 and THB 800 (THB 1,000 deposit)
Facilities	<ul style="list-style-type: none"> • Fully furnished • Wardrobe • Intra-phone • Balcony • Hot and Cool Shower • Shower Enclosure
Service Charges (not including 7% VAT)	<ul style="list-style-type: none"> • Electricity fee 8 baht/unit • Water (First 5 unit THB150) fee THB18 per unit • Garbage THB 50 per month • THB 300 month (wireless) 1 device • Refrigerator rental fee THB500 per month • Car rental THB 1,000 per month
Service Charges (not including 7% VAT)	<ul style="list-style-type: none"> • Repaint, Curtain Washing THB 1,500 • Cleaning room THB 500
Postal Address	Borom 15 Mansion, 95/1048 soi borommaratchachonnani 15 Bangkok-Noi district, Bangkok 10700
Phone	+66 2 435 5668
Fax	+66 2 435 5667
E-mail	Borom15mansion@gmail.com
Website	www.borom15mansion.com

4. Arun Pointe Service Apartment



Arun Pointe Service Apartment	
Monthly Room Rate / Deposit (s)	THB 6,500 - THB 8,000 per month / Deposit THB 19,500 - THB 24,000
Daily Room Rate	THB 700 and TH B800 (THB 1,000 deposit)
Facilities	<ul style="list-style-type: none"> • Wardrobe • Bed and mattress • Table and chair • Curtain • TV Shelf • Dressing table • Electrical devices • High speed internet • Elevator • Laundry zone, vendor machine • Security • CCTV
Service Charges (not including 7% VAT)	<ul style="list-style-type: none"> • Electricity fee THB 7 per unit • Water fee THB 18 per unit
Postal Address	129/3 Somdet Phrapinklao road, Bangkoknoi, Bangkok 10700 Thailand
Phone	+66 88 881 4188
Contact person	Arthur
E-mail	arunpointe@gmail.com
Website	www.arunpointe.com

5. Boonsiri Place Service Apartment Pranakorn Bangkok



Boonsiri Place Service Apartment Pranakorn Bangkok	
Monthly Room Rate / Deposit (s)	Period of stay (1-6 months) THB 8,000 - THB 8,500 per month /Deposit 1 months Stay More than 6 months THB 7,000 - THB 8,000 per month /Deposit 2 months
Daily Room Rate	THB 800
Facilities	<ul style="list-style-type: none"> • Full furnished • 24- hour security • 1 Elevators • Air condition • Laundry • CCTV • 7-11 • Emergency light • Satellite TV channels
Service Charges (including 7% VAT)	<ul style="list-style-type: none"> • Electricity fee THB6 per unit • Water fee THB 16 per unit • Free Wi-Fi Internet per 2 device • Refrigerator rental fee THB 300 per month • Microwave rental fee THB 200 per month • Free Cable TV • Maintenance Fee THB 300 per month
Service Charges (Check-out)	<ul style="list-style-type: none"> • Repaint, Curtain Washing THB 1,500 (if damaged) • Cleaning room THB 500
Postal Address	55 Buranasart Rd., San chaoporsuea, Pranakorn, Bangkok 10200 Thailand
Phone	+66 2 622 2189
Fax	+66 2 622 1414
E-mail	boonsiriplace@gmail.com
Website	www.boonsiriplace.com



Note:

- The information above is subject to change without prior notice. Please make sure to contact the apartment directly.
- Before signing the contract, you have to inform the apartment's manager of the lease period. Deposit will be refunded when you move out.

Services and Facilities: Tha Prachan Camps

Libraries

Thammasat University has two libraries for students: The Main Library and Professor Sangvian Library. The Main Library hosts a large collection of textbooks in business, whereas Professor Sangvian Library serves a variety of world-class periodicals and an audio visual lab. With the library student ID card, students will be automatically entitled to use the services from libraries at other faculties.

The University Library, named Pridi Banomyong Library, is one of Thailand's largest academic libraries with collections of over 800,000 books. A large amount of books and periodicals of all fields are available here. Other kinds of services are also provided, such as the computerized database searching, the computer Lab, and the audiovisual lab.



Computer Service

Computer Center, located on the fourth floor of TBS Building, is available for students doing course work and research. The Computer Center is equipped with a broad range of research and teaching oriented software and offers facilities in all major computer languages. TBS provides a Wi-Fi server within the buildings. So, their laptop and mobile phone can be accessed to the internet wherever they want within the TBS Buildings.



Sport Facilities & Fitness Center

Thammasat University, Tha Prachan Campus has fitness center, indoor badminton and basketball courts. Students can check out sport equipment from the Sport Center which is located at the Students Activity Building. More indoor sports and outdoor swimming pool are available at Talingchan Recreational Center, thirty minutes from the main campus. Fitness Center, Tha Prachan Campus is open Monday to Friday during 2:00 p.m. to 9:00 p.m.



Dining Facilities

It is very easy to find food shops on and off campus. Most off-campus food stores offer one-dish Thai food including fried rice; rice with side dishes, and noodles. You can also find a Japanese noodle restaurant closed to Tha Prachan Pier.

Post Office & Overseas Fax

TU Post Office with overseas fax service available is located on the 1st floor of Dome Building, facing the football field.

Book Store

Thammasat University Book Store is located next to Tha Prachan Exit. It opens on Monday to Friday from 09:30 a.m. to 05:30 p.m., and from 10:00 a.m. to 04:00 p.m. on Saturday and Sunday.



Thammasat Student Lounge

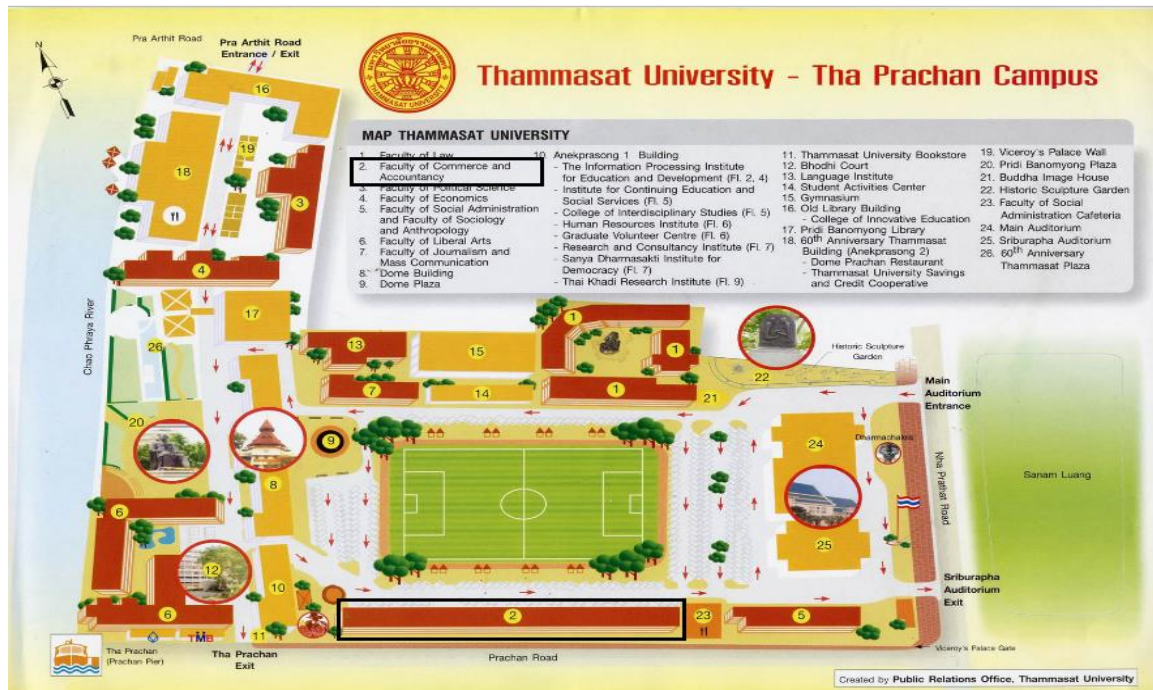
The Student Lounge is to provide the students a safe space for students to socialize, study, and retreat before or after classes which is equipped with wifi, computer, magazine, and comfortable furniture for individual study and meeting space for a group work. Thammasat Student Lounge is located on the 1st floor of Student Activities Center building, and open Monday – Friday, 09:00 a.m. – 08:00 p.m.



Health Service Center

The Health Service Center, located on the 5th floor of Student Activities Building, provides basic outpatient medical and dental cares for students on a free-of-charge basis. Students are encouraged to utilize such services on campus.

Thammasat Business School: Tha Prachan Campus Map



Suvarnabhumi International Airport

How is it pronounced “su-wan-na-poom”

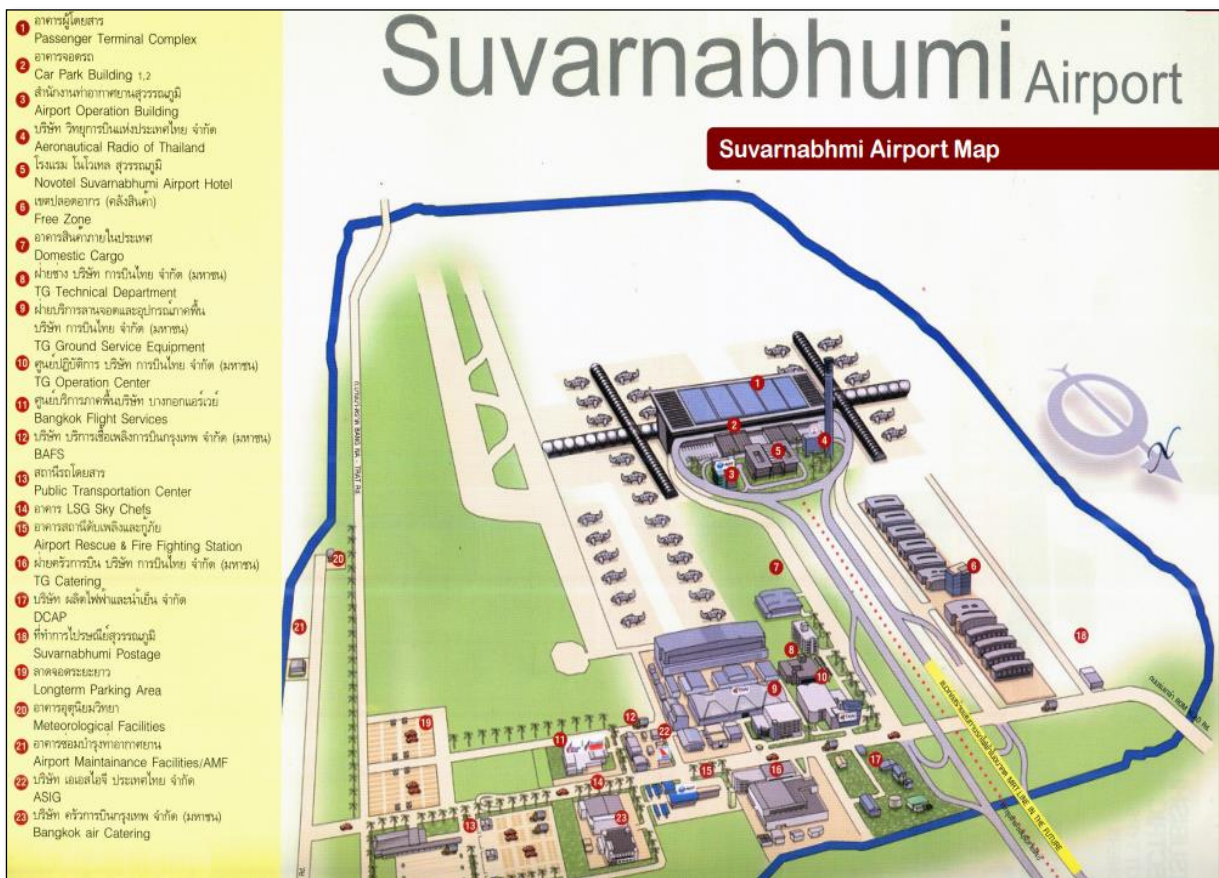
Airport Code

Suvarnabhumi Airport inherited its IATA airport code BKK from Bangkok Don Muang International Airport (Thailand’s former International Airport).

Airport HoPhone


Above the underground rail link station and in front of the passenger terminal building is the 600-room hoPhone operated by Accor Group under the NovoPhone Suvarnabhumi brand.

Suvarnabhumi Airport Map



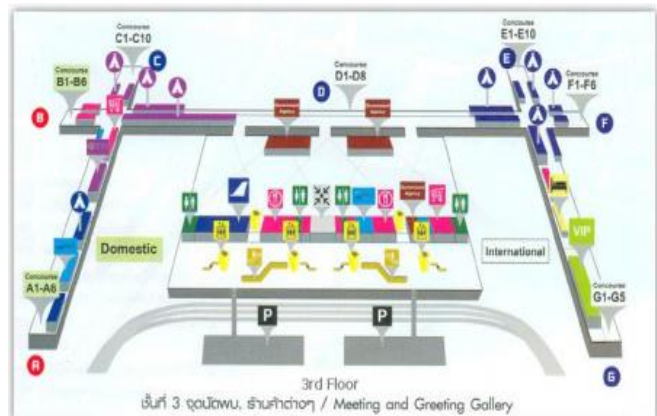
Immigration

When you arrive in Thailand, you will have to pass through Immigration Control. The Immigration officer will inspect your passport, visa and landing card (white 2-page paper distributed on board) which should be filled in before arriving at Immigration. The officer will stamp your passport to determine your duration of stay from the date of your arrival and the type of visa you are holding. With Non-Immigrant ED visa, you should get a 90-day period. You will also receive an arrival card which is important for extending visa.

 **Note:** Carefully note the date on the arrival stamp as it is the date by which you should get a “permission to stay” extension.

Transportation in Suvarnabhumi Airport

Free shuttle bus service is provided for passengers and airport staff. The busses run in 3 routes. All of them travel between the Passenger Terminal Complex and the Public Transport Center, but the express route connects the main terminal directly to the transport center. Ordinary route connects to other airport facilities. For passenger convenience shuttle busses serving Suvarnabhumi airport are low-floor type.



Transportation from Suvarnabhumi Airport

Type	From Passenger Terminal Complex
1. Private Cars	- Pick up at the 2 nd floor (inner curb)
2. Taxis	- Contact the Taxi Counter on the 1 st floor - Get on a taxi at the Taxi Stand on the 1 st floor
3. Limousines	- Contact the Limousine Counter on the 2 nd floor - Pick up the 2 nd floor (inner curb)
4. Private Buses and Coaches	- Pick up at the 1 st floor (inner curb)
5. Public Buses	- Take an express shuttle bus from the 2 nd floor to the Public Transportation Center
6. Airport Express	- Buy ticket at the AE counter on the 1 st floor - Get on the bus on the 1 st floor

Public Buses

Public Bus Service is provided from the bus terminal at the Public Transport Center. Take a shuttle bus to get there from the Passenger Terminal building.

To get to the nearest spot to Thammasat University (Tha Prachan campus), take the public bus numbered “556”. It runs between the airport and the **Southern Bus Station**. The fee is to be paid on the bus to the bus attendant. The cost depends on where you are getting off. For Thammasat’s neighborhood (Tha Prachan campus), it costs THB 35. The trip will take approximaPhoney 40 - 90 minutes.

Bus 556: The Route

Suvarnabhumi Airport - Democracy Monument - Pinklao Bridge - Pata Department Store - Center Department Store - Southern Bus Station



Note: There is no particular space provided for placing big luggage on the public bus.



Taxi

At Suvarnabhumi Airport, you should get a taxi through the **Taxi Service Counter on the 1st floor**. These taxis and drivers are certified by Airport of Thailand Public Company. They run by meter. The price starts at THB 35 plus THB 50 service charge at the counter. Getting a taxi from Taxi Service Counter is recommended since the taxis are certified, so you do not have to worry about getting ripped off from the drivers who may not have the meter on, take you somewhere else, or force you to pay much more money than the meter rate.



Limousines

The Limousine Service Counter can be found at the arrival gate on the 2nd floor. The price starts from THB 1,200.



Airport Express

Airport Express provides air-conditioned bus service between Suvarnabhumi Airport and various tourist residential areas in Bangkok. The cost is THB 150 for entire route. Airport Express Service operates from 5:00 a.m. to midnight. The AE buses run in 4 routes. Airport Express can be found at Airport Express Counter Level 1, near Entrance 8.

To get to the nearest spot to Thammasat University (Tha Prachan campus), take the AE bus numbered "AE2". It runs between the airport and Khaosarn Road. The trip will take approximately 40 minutes up to 1 hour.





CIA

CENTER FOR INTERNATIONAL AFFAIRS

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