# Work Procedure for International Students (Regular)

# Applicants have to apply through the Admission online system

Applicant has to fill out the online application form and attach the following documents:

- Transcript of previous study
- A readable copy of passport (valid for not less than 6 months from the date of arrival in Thailand and blank pages)
- Curriculum Vitae
- 1 Photo
- A proof of English proficiency examination (for non-native speaker of English)
- An essay why he she wishes to study at KMUTT
- 2 Reference letters from lecturers or employers
- Evidence of financial support (Faculty of Engineering only)
- Research Proposal (PhD programs)
- Sample of thesis work
- -Three references forms (PhD Study in Applied Linguistics only)



1 working day

The Admission sends the set of application to the related faculty/school for their consideration.

The Admission sends the set of application to IA for criminal record check.

4 weeks

5 weeks

The Admission gets the following documents:

- A memo of acceptance/rejection from the faculty/school
- A result of the applicant's criminal record check from IA

If a scholarship requested, the Admission will send the request to the Scholarship Aid Unit.

The Admission get the result of scholarship request.

#### 2 working days

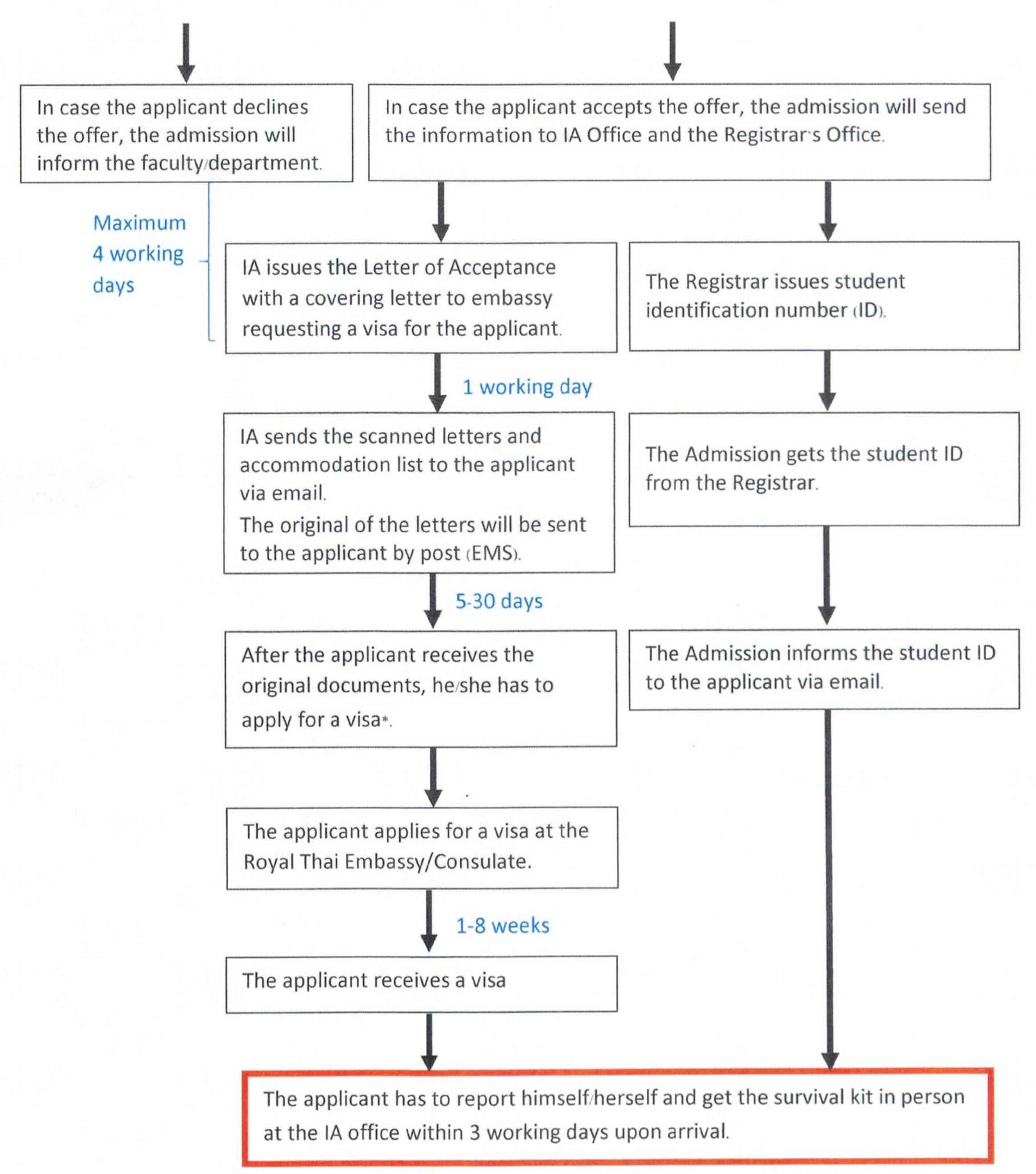
The Admission informs the acceptance (and scholarship result if any)/rejection to the applicant. In case of acceptance, the applicant will get an 'Admission Package Information' and an 'Admission Acceptance Form', he/she has to send the form back to inform if he/she accepts or declines the offer.

Within 7 days

The Admission gets the 'Admission Acceptance Form' back from the applicant.

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- \* Regular students **MUST** hold a student visa (Non-Immigrant 'ED' visa) under KMUTT unless they are working in Thailand and have a Non-Immigrant 'B' visa and a work permit, they are allowed to use that visa while studying at KMUTT. Note:
- 1. For some embassies/consulates, the student will be required to book an accommodation and/or buy an air-ticket before applying for the visa.
- 2. The visa process may take from 1-8 weeks or longer depending on the embassy/consulate.
- 3. This is the timeline of visa processing during normal situation. The process time may take longer during the outbreak of COVID-19
- 4. IA will NOT facilitate for Non-Immigrant 'B' visa type.