

Process Visa System MCU
Visa Change, Visa Extension & Cancellation
International Relations Division, Office of the Rector
Mahachulalongkornrajavidyalaya University

1. A student has to completely fill the application form and handovers to the official.
2. In receiving the visa documents, the official properly checks it.
 - 2.1 After having received the visa documents, the official will be checking the application form.
 - 2.2 Application form will be accurate for name-surname, student ID No and others
 - 2.3 Checking the visa document of students is complete or not (what is a visa category?)
 - 2.4 If visa documents are not complete as mentioned visa system, MCU, a student will be recommended to get wherever concerning.
 - 2.5 A student has to prepare documents for applied visa extension.
 - Three color photographs 2 inch size only.
 - Two copies of passport & visa with the certified true copy
 - One original and one copy of studentship recommendation certificate from the faculty.
 - Two copies of receipt or payment at Zone C, Room C 300
 - One original and one copy of report transcript at Zone C, Room C 300.
 - One original and one copy of recommendation certificate from the abbot with seal of the abbot. (Students who are residing at temple)
 - A Certificate of Ordination or (Suddhipatta) identification papers must be translated into Thai language with the abbot's signature. (Tourist Visa, Transit Visa)
 - One original and one copy of recommendation certificate from the Committee of Dormitory. (Zone A, Room A 300) (Students who are dwelling at dormitory, MCU)
 - The foreign student laities must have two copies for each of the House Registration, Contract, Electric Bill, Piped Water Bill, House Phone Bill or Mobile Phone Bill with the certified true copy.
3. The officer checks the requested visa application form accurately, given series No. of document and handed appointment form to receive visa documents (a student who applies documents before one month visa expiration, it will be received on following week)
4. The officer manages documents to request for visa extension with primary database.
5. The officer has already managed documents recorded to the Rector for approved signature and given a series No of archives as International Relations Division.
6. The officer notes the documents and student name, who requested it to be given a series No of central archives (Rector Office)
7. The officer brings documents to be signed by the administrator.
8. The officer receives every signed document along with a series No of central archives and date.
9. The officer copies a first page with separated documents (documents for central archives to be finally folded)
10. The office hands original documents to a student as the date of receiving with fee payment bill (20) baht.

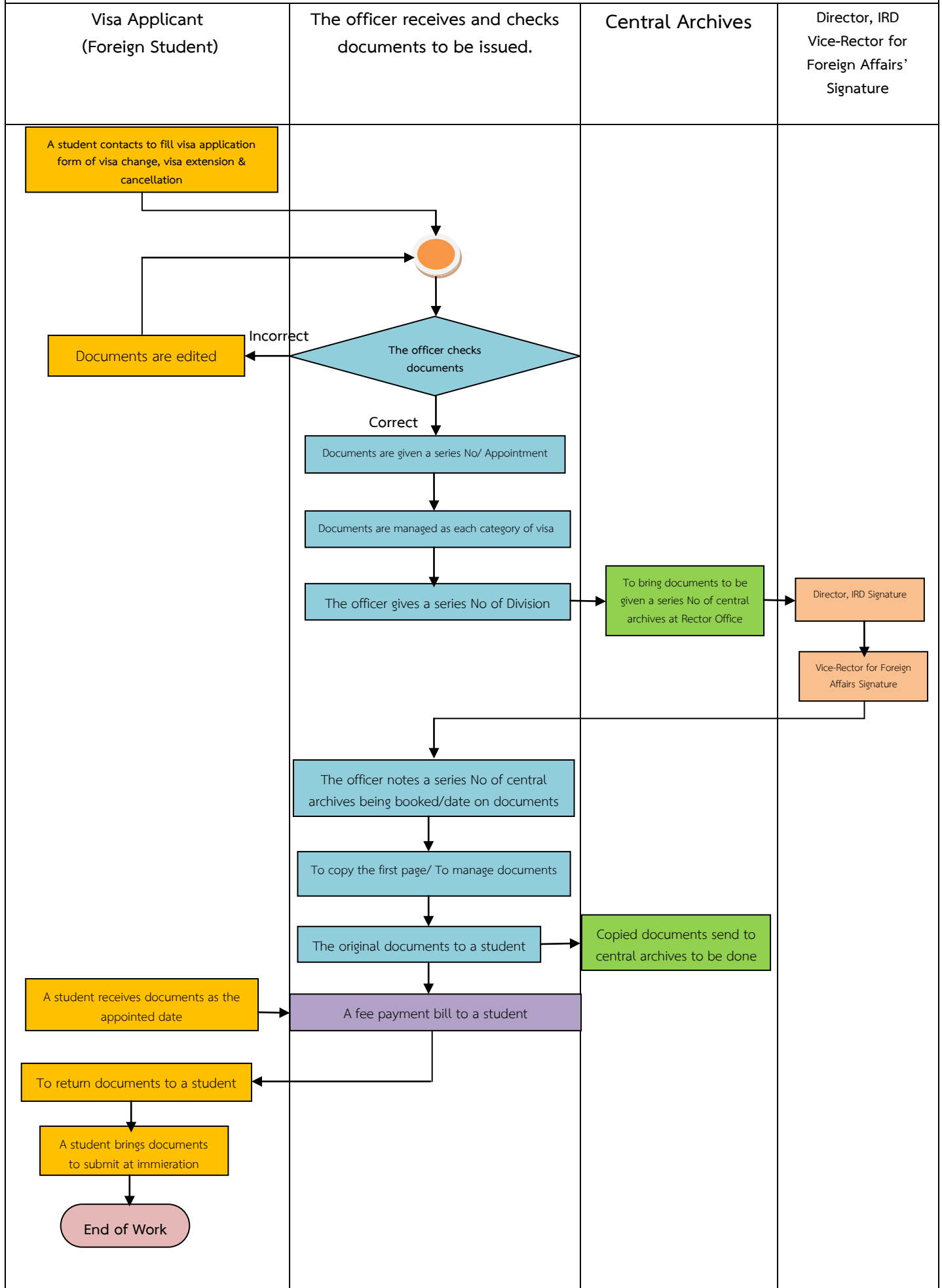
Remark:

- A Progressive Visa Application Form runs the chart in detail
- Doing revised process visa application documents step by step to flow the chart, it will see the way of documents in detail.

Requesting Process Visa Application Form System

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