



Announcement of Student Affairs Division

Mahachulalongkornrajavidyalaya University

Subject : Procedures for the Extension of Temporary Stay in the Kingdom
for Education (International Students), 2025



To comply with the Mahachulalongkornrajavidyalaya University Announcement regarding Residence in University Accommodation B.E. 2025, and to ensure that the preparation of official letters to the Immigration Bureau regarding the request for temporary stay permits for foreign students studying at Mahachulalongkornrajavidyalaya University is consistent with immigration laws, and proceeds with orderliness, efficiency, and achieves the objectives and policies of the University;

By virtue of Section 19 (2) of the Mahachulalongkornrajavidyalaya University Act B.E. 1997 and the resolution of the joint meeting between the Student Affairs Division, Office of the Rector, and the International Relations Division, Office of the Rector, in the meeting No. 1/2025 on Tuesday, November 11, B.E. 2025, the following announcement is hereby issued:

Clause 1 This announcement is called the “Announcement of the Student Affairs Division, Office of the Rector, Mahachulalongkornrajavidyalaya University, Subject: Guidelines for Requesting a Temporary Stay Permit in the Kingdom for Education for Foreign Students.”

Clause 2 This announcement shall come into effect from the day following the date of its announcement.

Clause 3 In this announcement:

“**Student**” means a foreign student registered at the Certificate level, and a foreign student registered at the Graduate, Master's, or Doctoral degree level at Mahachulalongkornrajavidyalaya University who maintains student status.

“**Visa**” means a temporary stay visa for education, specifically Non-Immigrant ED or Non-Immigrant ED Plus.

Clause 4 Filing for Visa Extension

4.1 Filing for visa extension: Foreign students who need to remain in the Kingdom to continue their studies but whose visas are nearing expiration must proceed to

file a request for a visa extension **at least 45 days prior to the expiration of the original visa** to request permission for a temporary stay in the Kingdom for education.

4.2 Foreign students must submit a request to the Faculty or College to which they belong to request a Certificate of Student Status and a memorandum requesting assistance in issuing a residence certificate for the student.

4.3 Foreign students must submit a request to the Student Affairs Division, Office of the Rector, to issue a Residence Certificate and to request permission for a temporary stay in the Kingdom.

4.4 Foreign students must submit a request to the International Relations Division, Office of the Rector, to issue a formal letter requesting permission for a temporary stay in the Kingdom.

Clause 5 Documents Required for Visa Extension

5.1 In the case where the student resides within Mahachulalongkornrajavidyalaya University accommodation: Submit the documents for visa extension to the **Student Affairs Division, Office of the Rector**, consisting of the following items:

1) A Form for Requesting a Temporary Stay Permit in the Kingdom for Education, duly signed and certified by the administrator or supervisor of that accommodation, issued by the Student Affairs Division.

2) A Certificate of Student Status issued by the Faculty/College (1 copy).

3) A copy of the Passport: First page and the page with the latest visa stamp (Certified True Copy) (1 copy).

4) A copy of the Student ID Card (Certified True Copy) (1 copy).

5) A copy of the Receipt for the latest semester registration fee (Certified True Copy) (1 copy).

6) Certification of attendance in Morning–Evening Chanting activities, issued by the supervisor of the dormitory where the foreign student resides.

5.2 In the case where the student resides outside Mahachulalongkornrajavidyalaya University: Submit the documents for visa extension to the **Student Affairs Division, Office of the Rector**, consisting of the following items:

1) A Form for Requesting a Temporary Stay Permit in the Kingdom for Education, with the residence certified by the accommodation administrator or supervisor, issued by the Student Affairs Division.

2) A Memorandum requesting assistance to issue a residence certificate for the student, issued by the Faculty/College (1 copy).

3) A Certificate of Student Status issued by the Faculty/College (1 copy).

4) A copy of the Passport: First page and the page with the latest visa stamp (Certified True Copy) (1 copy).

5) A copy of the Student ID Card (Certified True Copy) (1 copy).

6) A copy of the Receipt for the latest semester registration fee (Certified True Copy) (1 copy).

7) A copy of the TM.30 Notification of Residence document (Certified True Copy) (1 copy).

8) A Certificate of Temple Affiliation issued by the Abbot (Specifically for Monastics) (1 copy).

9) A copy of the Lease/Rental Agreement (Specifically for Laypersons) (Certified True Copy) (1 copy).

10) A copy of the ID Card of the Lessor/Landlord (Specifically for Laypersons) (Certified True Copy by the Lessor) (1 copy).

11) A copy of the House Registration of the Lessor/Landlord (Specifically for Laypersons) (Certified True Copy by the Lessor) (1 copy).

5.3 The student must submit a request for a temporary stay permit in the Kingdom to the International Relations Division, Office of the Rector, by submitting the following documents:

1) A Form for Visa Extension, Change, or Cancellation of request for temporary stay for education, issued by the International Relations Division.

2) Copies of the Passport and Visa pages (Certified True Copy) (2 sets).

3) A Certificate of Student Status issued by the Faculty/College: Original (1 copy) and Copies (2 copies) (Certified True Copy).

4) Academic Transcript: Original (1 copy) and Copy (1 copy) (Certified True Copy).

5) Copies of the Receipt for the latest semester registration fee (Certified True Copy) (2 copies).

6) A Certificate of Temple Affiliation issued by the Abbot (Specifically for Monastic Students): Original (1 copy) and Copy (1 copy) (Certified True Copy).

7) A copy of the Ordination Certificate (Suddhi Patra) (Specifically for Monastic Students) (Original Thai version not yet translated) issued by the Abbot (1 copy) (Certified True Copy).

8) The Ordination Certificate issued by the Abbot, translated into Thai/English and certified by a reliable institution (Specifically for Monastic Students): Original (1 copy) and Copy (1 copy) (Certified True Copy).

9) A Memorandum certifying residence and requesting permission for a temporary stay, issued by the Student Affairs Division.

10) A Power of Attorney letter to submit documents for residence notification (Specifically for students residing within university accommodation) (1 copy).

11) A copy of the ID Card of the Grantor (Specifically for students residing within university accommodation) (Certified True Copy by the Grantor) (1 copy).

12) The Notification Form for House-Master, Owner, or Possessor of Residence where Alien has stayed (TM.30) (Specifically for students residing outside university accommodation) (1 copy).

13) A list of foreign students residing in the dormitory (Specifically for students residing within university accommodation) (1 copy).

14) Copies of the Passports of Witnesses (Specifically for students residing within university accommodation): 2 persons (Certified True Copy) (1 copy per person).

15) A copy of the Lease/Rental Agreement (Specifically for Lay Students) (Certified True Copy) (1 copy).

16) A copy of the ID Card of the Lessor/Landlord (Specifically for Lay Students) (Certified True Copy by the Lessor) (1 copy).

17) A copy of the House Registration of the Lessor/Landlord (Specifically for Lay Students) (Certified True Copy by the Lessor) (1 copy).

18) Certification of attendance in Morning–Evening Chanting activities, issued by the supervisor of the dormitory where the foreign student resides (Specifically for foreign students residing within university accommodation only).

Clause 6 Penalties

6.1 In the case where a foreign student delays the process and does not file for a student visa extension in advance of the visa expiration, **exceeding the limit by 15 days** (as per Clause 4.1), they must write a formal explanation letter to the Director of the Student Affairs Division, Office of the Rector. This explanation letter must be signed and certified by the Dean, Director, or Administrator of the curriculum to which the student belongs.

6.2 For foreign **Monastic Students** residing within Mahachulalongkornrajavidyalaya University accommodation who do not participate in Morning–Evening Chanting activities as prescribed in the University Announcement and do not receive certification of attendance for Morning–Evening Chanting, the Student Affairs Division, Office of the Rector, **will not process** the student visa extension.

6.3 For **Monastic Students** residing outside Mahachulalongkornrajavidyalaya University, the Student Affairs Division **will not process** the student visa extension, **except** for those residing in a Temple or Monastic Residence where the Abbot or the President of the Sangha signs a certification.

This announcement shall come into effect from the day following the date of its promulgation.

Announced on 1 of December, 2025.



(Ven. Assoc. Prof. Dr. Phra Thamvajirodom)

Vice-Rector for Student Affairs