

Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.7 In the case of a teacher, professor, instructor, expert or educational personnel in a private educational institution

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien works. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

<p>Place of Service (Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.</p>	<p>Service time Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)</p>
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Procedures, Time, and Responsible Section

Total Time: 60 minutes

No.	Procedures	Time	Responsible Section
1)	<p>Inspection of documents</p> <p>1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. (Remark: -)</p>	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	<p>Consideration</p> <p>Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)</p>		Immigration Division 1 and Immigration Division 3 - 6
3)	<p>Sign for approval / Committee's Resolutions</p> <p>1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)</p>		Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	Passport Original 1 copy Copy 1 copy Remark -	-
2)	Working Permit Original 1 copy Copy 1 copy Remark -	Department of Employment
3)	Application Form (TM.7) Original 1 copy Copy 0 Remark: (Photo Attached)	Immigration Bureau
4)	The Acknowledgement of Penalties for a Visa Overstay Original 1 copy Copy 0 Remark -	Immigration Bureau
5)	<p>2.7.1 In the case of a teacher, professor, or expert in the following educational institutions:</p> <p>(1) For formal school systems such as general education, English program schools, vocational schools that follow the Ministry of Education curriculum, and international schools:</p> <ol style="list-style-type: none"> 1. Copy of an application receipt in case of changing workplace and a valid work permit 2. Copy of evidence of permission to establish said educational institution 3. Letter of confirmation and request for a temporary stay issued by the educational institution, specifying the applicant's title, monthly salary rate, and term of employment 4. Copy of a letter of teacher or instructor appointment in the format prescribed by the Private Education Commission 5. Copy of a teacher license or a certificate of license issued by the Teacher's Council of Thailand or a copy of a letter of teacher license waiver issued by the Teacher's Council of Thailand or a copy of an acknowledgment of waiver request issued by the Teacher's Council of Thailand (except for instructor or the person who gets a teacher license exemption according to the announcement of the committee of the Teacher's Council of Thailand) <p>(2) For the education of non-formal school system</p> <ol style="list-style-type: none"> 1. Copy of an application receipt in case of changing workplace and a valid work permit 2. Copy of evidence of permission to establish said educational institution issued by the relevant government agency 3. Letter of confirmation and request for a temporary stay issued by the educational institution, specifying the applicant's title, monthly salary rate, and term of employment 4. Copy of a letter of teacher or instructor appointment in the format prescribed by the Private Education Commission <p>(3) For private higher education institutions</p> <ol style="list-style-type: none"> 1. Copy of an application receipt in case of changing workplace and a valid work permit 	

No.	Documents and Details	Authority
	<p>2. Copy of evidence of permission to establish said educational institution issued by the relevant government agency</p> <p>3. Letter of confirmation and request for a temporary stay issued by the president of the educational institution, specifying the applicant's title, monthly salary rate, and term of employment</p> <p>2.7.2 In the case of education personnel</p> <p>1. Copy of an application receipt in case of changing workplace and a valid work permit</p> <p>2. Copy of the degree certificate</p> <p>3. Copy of the transcript indicating knowledge qualified for the position or a letter of confirmation from related authorities certifying work experiences that meet the requirement</p> <p>4. Copy of evidence of permission to establish said educational institution issued by the relevant government agency</p> <p>5. Letter of confirmation and request for a temporary stay issued by the head of the educational institution specifying the applicant's title, monthly salary rate, term of employment, reason, and necessity of stay in the Kingdom as well as a number of teachers, instructors and educational personnel of each institute categorized by nationality as Thai and alien</p> <p>6. Employment contract</p> <p>7. Letter of confirmation from the Office of the Private Education Commission</p>	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	Fee (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-