

## 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

2.10 In the case of teaching practice or conducting research in an educational institution in the Kingdom or research institute

**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](http://www.immigration.go.th) for more information.

### Service Channel

<p><b>Place of Service</b> (Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.</p>	<p><b>Service time</b> 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><b>Inspection of documents</b></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><b>Consideration</b></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><b>Sign for approval / Committee's Resolutions</b></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)	<b>Passport</b> Original 1 copy Copy 1 copy Remark -	-
2)	<b>Working Permit</b> Original 0 Copy 0 Remark -	Department of Employment
3)	<b>Application Form (TM.7)</b> Original 1 copy Copy 0 Remark: (Photo Attached)	Immigration Bureau
4)	<b>The Acknowledgement of Penalties for a Visa Overstay</b> Original 1 copy Copy 0 Remark -	Immigration Bureau
5)	1) Letter of confirmation and request for a temporary stay issued by the head of that research institution 2) Letter of confirmation and request for a temporary stay issued by the head of that educational institution ( in the case of teaching practice) 3) Only in the case according to criterion (4), in case of research in a private research institute or teaching practice in a private educational institution in the Kingdom, the applicant must attach a letter of confirmation and request for a temporary stay issued by the relevant government agency	

### Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	<b>Fee</b> (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-