



# SAE Institute Bangkok, Thailand

## Standard Operating Procedure for Student Visa Application

(SAE Institute Bangkok International Students)

**FOR APPLICANT:** Pre-Requisites for International Students to Apply for the Course

1. The international student who is holding a tourist visa or not yet enter Thailand applying for the course should provide documents and follow instructions as follows.
  - a. Student must apply at least 2 months before class starts.
  - b. Application form must be filled up for all international students applying for the course. All fields must be provided with all attempts possible. All documents provided including the Registration Agreement and the Policies and General Details must be read, accepted and signed. This information is very important for SAE Bangkok to provide to the Ministry of Education for approval.
  - c. Passport-sized photos: 2 for SAE Bangkok, 6 for Student Visa application.
  - d. Completely transferred the Registration Fee, Student Visa Application fee\*, and the 30% fee (deducted from a full fee as stated in the Schedule and Fees) to SAE Bangkok.

\* Student Visa Application fee is only due to the process of appealing for the Student Visa with the Ministry of Education in Thailand by SAE Bangkok Administration, it does not include the actual fee for getting a Student Visa from the Embassy or the Immigration office. The student is obliged to take care of the fees associated themselves.
  - e. Official Transcript of at least High School Diploma or equivalent (such as GCE-A Levels transcript of the British System). If the document given does not provide a clear description of what the student has achieved, the student must provide an official letter from the school that he/she has completed the above pre-requisite. If the document is not in English, an official translation is needed.
  - f. Official Statement of Account of the past 6 months to date of the person funding the student for the course fees. If funding by an association/institution, the student must provide all related documents from the association/institution with affirmation signature/seal.
  - g. Copy of Every Page of Passports that has been stamped, stressing on the Identification dates, the type of Visa to Thailand that the student may be holding at that present timing.
  - h. If the student wishes to re-apply for the course in order to finish the course, the student must request for SAE Bangkok's transcript.
  - i. If the student is holding a tourist visa, he/she must leave the country before the school could raise the documents to the Ministry of Education for the Non-Immigrant Type ED Visa approval. The process should take at least 2 weeks time (weekdays only). The student must attempt to give SAE Bangkok a postage contact of where he/she is residing in order for SAE Bangkok to send to approval letter from the Ministry of Education.
2. The international student who is holding a work permit or a Non-Immigrant Type B Visa and is currently staying in Thailand applying for the course must provide documents and follow instructions as follows.
  - a. All the documents and procedures stated in **topic number 1**.
  - b. Copy of the Work Permit and copy of the tax payment invoice (if there's one).

3. The international student who has been accompanying parents/husband/wife to Thailand and is holding a Non-Immigrant Visa Type O and is currently staying in Thailand applying for the course must provide documents and follow instructions as follows.
  - a. All documents and procedures stated in **topic number 2**.
  - b. Copy of applicant's Birth Certificate and/or Residential Certificate.
  - c. If married to a Thai Citizen, the official documentation on marriage is needed.
  - d. Parental/Accompanier information filled in the Personal History Check form provided by SAE Bangkok and attached 3 copies of 2 inches pictures (not taken longer than 6 months).
  - e. Copy of Every Page of the Parent's/Accompanier's Passport that has been stamped, stressing on the Identification dates, the type of Visa to Thailand and the date of the arrival-departure that he/she is holding at that present timing.
  - f. Provide all official documents regarding the relationship between student and accompanier.
4. If Parent(s) is holding Thai nationality and is not currently in Thailand, the parent(s) must provide the following other than that of **topic number 1., 2., and 3.:**
  - a. Official letter from the Embassy or the Ministry of Foreign Affairs of the country that the parent (s) resides in stating Parental temporary supervision rights transferred to the Guardian who is residing in Thailand during the time of enrollment
5. If only the Mother is holding Thai nationality, the document to be prepared other than **topic number 1 & 4** are as follows:
  - a. Copy of Birth Certificate
  - b. Copy of Place of Residence Certificate in Thailand
  - c. Copy of a Valid Identification
6. If the applicant is holding Thai nationality from his/her Father\*, must provide the following other than that of **topic number 1:**
  - a. Copy of Birth Certificate
  - b. Copy of Place of Residence Certificate in Thailand
  - c. Copy of a Valid Identification

\* The applicant can study right away but still need to hand in all documents requested in **topic number 6** other than that of **topic number 1** if he/she wishes to obtain a student visa.

**Please note that SAE Institute-Bangkok cannot provide any confirmation and is not subjected to be responsible for whether the student's history will be accepted and approved by the Ministry of Education. We will certainly do our best to get the visa but the final decision is up to the Ministry of Education.**

## **SAE Institute Bangkok: Contact Particulars**

**Company Name:** Mahajak Education Co., Ltd (SAE Institute Bangkok)  
**Postal Address:** 46 Mahajak Building 7<sup>th</sup> floor,  
 Sukhumvit Soi 3 (Nana-Nua),  
 Klongtoey-Nua, Wattana, Bangkok  
 Thailand 10110  
**Telephone:** +66 2655 4655  
**Facsimile:** +66 2655 4600  
**Email:** info@saethailand.com