

Standard Operating Procedure for Student Visa Application for SAE Institute Bangkok International Students
ขั้นตอนการจัดเตรียมเอกสารสำหรับการยื่นเรื่องขออนุญาตรับนักเรียนชาวต่างชาติเข้าศึกษาภายในโรงเรียนมหาจักรการศึกษ

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.

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5. If only the Mother is holding Thai nationality, the document to be prepared other than **topic number 1.** and
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 can only provide the visa appealing to the Ministry of Education of Thailand in favor for the Student Visa's approval. 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.