



สำนักงานกิจการต่างประเทศ
International Affairs Office

PRE-DEPARTURE HANDBOOK

Everything You Need to Know Before Your Journey to KMUTT

BEFORE LEAVING HOME

Pre-Departure Checklist

Please follow these steps to ensure a smooth trip to Thailand.

Good preparation will make your life much easier. Make sure you have enough time to organize everything before you leave. Read this handbook carefully to help you prepare well.

Step 1: Apply for a Program

Program Application: Send your application through KMUTT's official channel

Fill out and send your program application with all required documents, school records, and other materials to start your journey to KMUTT.

Step 2: Receive Confirmation from KMUTT

Official Program Acceptance: Await official confirmation of your acceptance

KMUTT will review your application and confirm your acceptance officially. This confirmation is essential for proceeding to the next steps.

Step 3: Receive Letter of Acceptance (LoA) + Pre-Departure Guidebook

Important Documents Package: Official documents needed for visa application and travel preparation

You will get your official Letter of Acceptance (LoA) and this pre-departure guidebook. The LoA is very important for your visa application and must be kept safe as you need the original document.

Step 4: Prepare Your Journey

Travel and Living Plans: Organize flights, accommodation, insurance, and other important preparations

Book your flights (arrive 2 weeks before classes start), find accommodation, get required international insurance, and prepare all necessary items for your stay in Thailand.

Step 5: Arrive in Thailand

Campus Arrival and Registration: Complete immigration procedures and report to KMUTT International Affairs Office

When you arrive, complete immigration procedures, travel to KMUTT campus.

STUDENT VISA APPLICATION

Non-Immigrant Education Visa (Non-ED)

All full-time and exchange students must obtain this visa before traveling to Thailand.

As a full-time/exchange student, you must travel with a Student Visa, officially called Non-Immigrant Visa Education (Non-ED).

Visa Application Methods

Please apply for your visa at the Thai Embassy or Consulate in your country.

IMPORTANT: Embassy Assignment Process

- When applying for the KMUTT International Programs, you must inform the university of the specific Royal Thai Embassy or Consulate-General where you intend to apply for your visa.
- KMUTT will specify this exact embassy name on your Letter of Acceptance (LoA).
- **You MUST apply for your Non-ED visa at the same embassy that is named on your LoA document .**
- **Applying at a different embassy will result in the rejection of your visa application.**

The required documents for your Non-Immigrant ED visa will be provided by KMUTT.

- Letter of Acceptance, together with a copy of the signer's Thai ID card or passport.
- Supporting Letter from the University
- Other documents required by the specific embassy (requirements vary by country); please check the embassy's website carefully.

Application Process:

1. **Check** which embassy is specified on your Letter of Acceptance
2. **Contact** that specific Royal Thai Embassy or Consulate-General for their requirements
3. **Study** the embassy's specific document requirements (these may differ between countries)
4. **Prepare** all required documents including the original LoA
5. **Apply** only at the embassy named on your LoA document

Planning Considerations:

- Plan your location and travel to ensure you can access your designated embassy
- Some embassies may have longer processing times - apply early
- Embassy requirements and procedures may vary by country
- Contact your designated embassy directly for the most current information

 **Important Note:** Once you inform us of your chosen embassy, this decision will be final. We will not issue or amend any documents afterward. You may request new documents only after the validation date.

Visa Types and How Long They Last

Different visa types give different entry and exit options

TYPE	DETAILS
Single-Entry Visa	<ul style="list-style-type: none"> • Allows entry to Thailand only one time • Needs Re-entry permit if you want to travel outside Thailand during your studies
Multiple-Entry Visa	Requires visa holders to leave and come back to Thailand every 90 days by plane, boat, or land

NEW: ED Plus Visa

- Available for international students at bachelor's degree level or higher
- Allows leaving and coming back to Thailand without extra permits during studies

Note: KMUTT will issue the ED Plus visa only to graduating students.

Complete the Thailand Digital Arrival Card (TDAC)


Different visa types give different entry and exit options

After your visa is approved, you can then complete the Thailand Digital Arrival Card online. This is usually done before your departure to Thailand, ideally within 24 to 72 hours before you travel. The Digital Arrival Card is required as part of the pre-arrival process to streamline entry and health-related checks.

Stay Permit Extension

Required for studies longer than 90 days

Your Non-Immigrant Educational Visa allows you to stay in Thailand for a **maximum of 90 days** from your first entry. For studies longer than 90 days, you must obtain permission to extend your stay at the Immigration Office in Thailand.

 **Extension Time:** 3 months to 1 year per visa, depending on your study program

For full-time students, **Submit** your visa extension request online through the KMUTT Student Visa System at <https://studentvisa.kmutt.ac.th> at least 45 days before it expires.



For Exchange students, please refer to the details in STEP 4 of the '[Introduction to a Semester Exchange Program](#)'.



 **Important:** Students joining KMUTT programs for over 90 days must have a Non-ED visa. No supporting letter for stay permit extension will be issued without it.

Re-Entry Permits

Required for single-entry visa holders who plan to travel

If you have a single-entry visa with an extension of stay but want to travel outside Thailand for a short time, you must apply for a Re-Entry permit before leaving.

BOOK YOUR FLIGHT



When You Should Arrive: Plan your arrival time for the best preparation



Recommended Arrival: 2 weeks before classes start to attend required orientation activities



Office Hours: Plan to arrive at KMUTT on weekdays (Monday-Friday) between 08:30-16:30 when university staff are available to help you.

The orientation program schedule will be sent by email with your Letter of Acceptance.

ACCOMMODATION OPTIONS

It is always best to arrange accommodation before coming to Thailand. Students who plan to find accommodation after arrival should arrange temporary accommodation first, though this is not recommended as empty rooms can be hard to find at the last minute.

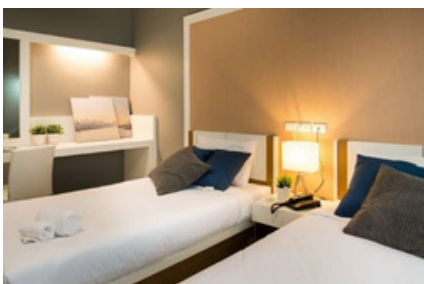
IA KMUTT Help: International Affairs Office can help arrange and reserve rooms. Contact us no later than two weeks before arrival. IAO is not responsible for cancellation costs.

[Online Reservation Form:](https://goo.gl/forms/p4daarXgb1Rw1xhx1) <https://goo.gl/forms/p4daarXgb1Rw1xhx1>



On-Campus Housing: KMUTT International Residence (Heliconia House)

Convenient campus living with all facilities



Features:

- Located inside university campus
- Fully furnished rooms with free WiFi
- Shared accommodation (maximum 2 people per room)

Cost: 15,000-18,000 THB per month per room



SCAN THE
QR CODE
TO VISIT
OUR WEBSITE

heliconiahouse.kmutt.ac.th



Off-Campus Housing Options

Private Accommodations Near Campus

General Information:

- All rooms fully furnished
- Security deposit required (usually equal to 3 months' rent)
- Deposit returned when you move out
- Only cash payments accepted

14 Residence (Only for short stay)



The distance from KMUTT(Bangmod) : 6.9 km.



- **Address:** 119 Suksawat Rd., Bang Phueng, Phra Pradaeng, Samut Prakan 10130, Thailand
- **Tel:** +66(2) 817-2277
- **Price:** Single Bed: 850-900 Baht/day
Double Bed: 900 – 950 Baht/day
- **Facebook:** <https://www.facebook.com/14Residence.Serviced.Apartment/>



Cosmo Residence



The distance from KMUTT(Bangmod) : 1.8 km.



- **Address:** 19 Pracha Uthit 21, Rat Burana Sub-District, Rat Burana District, Bangkok 10140, Thailand
- **Tel:** +66(2) 870-8848, +66(81) 422-6868
- **Price:** Monthly Rent: 7,000 THB (not including utilities)
Security Deposit: 10,000 THB
Key card: 200 THB
Total Move-in Cost: 17,200 THB



Note: Bedding is not provided (pillow, blanket, bed sheet). Students need to bring or buy their own.

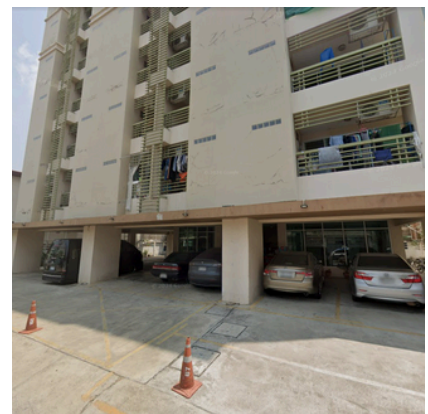
Baan Sritara Apartment



The distance from KMUTT(Bangmod) : 1.8 km.

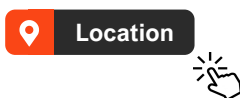


- **Address:** 30 Soi Pracha Uthit 16, Pracha Uthit Rd., Rat Burana, Bangkok 10140, Thailand
- **Tel:** +66(2) 870-8079, +66(64) 462-2795
- **Price:** Monthly Rent: 5,500 THB (not including utilities)
Security Deposit: 5,500 THB
Total Move-in Cost: 11,000 THB



Note: Bedding is not provided (pillow, blanket, bed sheet). Students need to bring or buy their own.

U Residence



The distance from KMUTT(Bangmod) : 1.9 km.

- **Address:** 9 Puttha-Bucha 38, BangMod, ThungKru, Bangkok 10140 Thailand
- **Tel:** +66(2) 426-4002, +66(80) 458-3838
- **Price:** Single Bed: 6,100 Baht/Month (not including utilities)
Security Deposit: 6,100 THB
Total Move-in Cost: 12,200 THB

Double Bed: 6,500 Baht/Month (not including utilities)
Security Deposit: 6,500 THB
Total Move-in Cost: 13,000 THB
- **Facebook:** <https://www.facebook.com/uresidence38>



Note: Bedding is not provided (pillow, blanket, bed sheet). Students need to bring or buy their own.

Accommodation Quick Facts

Practical tips for accommodation plans

- Most accommodation front desks are not open 24/7 - arrive during daytime
- All accommodations only accept cash payments
- Bedding sets not provided - buy at nearby supermarkets

ORIENTATION PROGRAM

2-Week Required Integration Program

Important activities to help you adjust to life in Bangkok

The International Affairs Office (IA) organizes orientation activities to help new international students settle in quickly and feel more comfortable on campus. The program includes useful information, fun on-campus activities, and a chance to meet other international students.



All new international students are encouraged to join the orientation program. To participate, please sign up in advance. A sign-up form will be sent to your email before the program starts.



This program is free of charge — you don't need to pay anything.

See the outline below for a general overview of what the program includes.

Orientation Program: Session & Activities

- Information Session such as Visa
- Welcome Party
- Excursion
- Thai language classes
- Cultural activities

INSURANCE REQUIREMENTS

Requirement: All incoming exchange and internship students must possess international insurance that provides comprehensive medical and accident coverage for the entire duration of their stay in Thailand.

Check: International Affairs Office staff will check your insurance details when you report to IAO.

Important: Important: KMUTT accepts no responsibility for hospital expenses. Students must use their own insurance coverage.

PACKING AND PREPARATION

Dress Code Requirements

Appropriate clothes for university settings

For Male Students:

- White shirt (short or long sleeves)
- Black trousers

For Female Students:

- White short-sleeve shirt
- Black skirt

Not Appropriate: Sandals, Sleeveless shirts, Very short skirts or shorts

University service centers strictly follow dress codes for all services.

Climate and Weather

Pack correctly for Thailand's tropical climate

Thailand is located between vast areas of land and water, so it is impacted by both the summer and the winter monsoons. As a result, Thailand weather consists of six months of rainfalls during the wet season, three months of dry and cooling breezes during the winter, and three months of heat during the summer. The average temperature of Thailand ranges from 18 to 38°C.

Season	Period	XX	Bangkok
Summer	March - May	Hot & humid	38-40°C
Rainy	June - October	Hot & humid with frequent rain	25-35s°C
Winter	November - February	Hot during daytime, cool at night, dry conditions	25-30°C

Financial Planning

Important financial preparation for your stay



Monthly Living Expenses: 20,000 - 25,000 THB minimum

- Covers accommodation, meals, and transportation
- Different lifestyles may increase or decrease costs

First Month Budget: Up to 30,000 THB

- Includes room deposits (usually equal to 3 months' rent)

Payment Methods:

- Keep cash available (avoid large amounts)
- Many small shops don't accept credit cards

Price Reference Guide

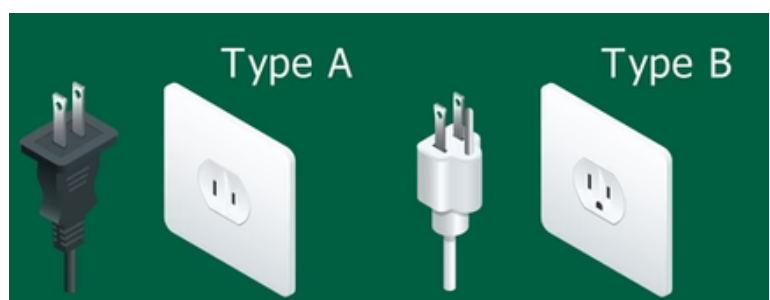
Common costs for daily needs

- Fried rice plate: 50 THB
- Noodle bowl: 50 THB
- McDonald's hamburger: 90 THB
- Water bottle: 10 THB
- Coke can: 15 THB

Electrical Information

Technical requirements for electronic devices

Electricity: 220 volts, 50 cycles/second



ARRIVAL PROCEDURES

Immigration Process

Important steps when entering Thailand

Entry Stamp Check:

- Show your Thailand Digital Arrival Card (TDAC) along with your student visa to immigration officer
- Make sure entry stamp shows "Non-ed"
- Check 90-day validity period
- Tell immigration officer immediately if incorrect



Transportation from Airport

Getting to KMUTT Campus

- ⊖ **Airport Pickup Service:** The availability of the airport pickup service will be announced each semester when we send out the Letter of Acceptance (LOA).
Please note: Some semesters may not provide this service.

Taxi Options

From Suvarnabhumi International Airport (BKK) & Don Mueang International Airport (DMK)

- 🕒 **How to Get a Taxi:**
 1. Go to Taxi Service Counter on 1st floor
 2. Ask driver to use expressway to avoid traffic
 3. Journey time: About 45 min to 1 hour (depends on traffic)

Cost Breakdown	Amount (THB)
Base fare	35
Service charge	50
Expressway toll	50 - 100
Distance	400 - 500
Total Cost	500 - 600

⚠ Important:

- Use certified drivers by Airport of Thailand Public Company
- Taxi uses meter for pricing
- Keep cash available for taxi fare

Taxi Direction Card



Show this Thai text to taxi drivers for KMUTT Bangmod Campus:

ฉันต้องการไป..... "มหาวิทยาลัยเทคโนโลยีพระจอมเกล้าธนบุรี (เทคโนโลยีบางมด)"
 126 ถนนประชาอุทิศ แขวงบางมด เขตทุ่งครุ กทม. 10140

CAMPUS CHECK-IN

For Degree Students (Full-time Student)

Required within 5 working days of arrival


Checklist	Contact	Location
Student ID Card	Registrar's Office	https://regis.kmutt.ac.th/web/international-student/  Tel :+66 (0)2 470 8147 E-mail : regist@kmutt.ac.th
Register System (New Acis)		
Placement Test		
Internet Account	Computer Center	https://cc.kmutt.ac.th/en/catalog.html 

For Semester Exchange Students

Required within 2 working days of arrival

Check-in & Student ID Card Collection

The IA Office will email you an appointment date for reporting and picking up your Student ID card. This process is typically arranged within the first 2 weeks of the semester.

-  **Required Documents:**
- Passport and Visa Stamp Page
 - Non-immigrant ED visa

Services Given After Check-in:

1. Student ID Card
2. KMUTT campus internet account access
3. Visa Extension Application Form

IMPORTANT 2025 UPDATES

Key Changes for This Academic Year

New systems and procedures to know about

- **Updated Procedures:** Enhanced systems for smoother application experience

For Current Information: Always check details with KMUTT International Affairs Office and official Thai embassy websites in your country.

KMUTT MAP & Building

Bangmod
(Main Campus)
Bangkok



- S1** Discovery Center of KMUTT
- S2** Car parking Building
- S3** Innovative Learning Institute of 80Year Commemoration of King Rama IX
- S4** Engineering Building : Wissawa Wattana Building
- S5** Dhammaraksa Residence Hall 2 : Male Dormitory
- S6** Dhammaraksa Residence Hall 1 : Female Dormitory
- S7** KMUTT Child Development Building
- S8** Technology and Materials Workshop Building
- S9** School of Energy Environment and Materials Building
- S10** KMUTT Green Society Building
- S11** Classroom Building 5 (CB 5)
- S12** Classroom Building 4 (CB4)
- S13** Classroom Building 3 (CB3)
- S14** King Mongkut's 190th Anniversary Memorial Building (KFC)
- S15** Department of Chemical Engineering Building

- N1** Welcome Center Building
- N2** Office of The President Building
- N3** Department of Chemistry Building
- N4** Department of Physics-Mathematics Building
- N5** Scientific Instrument Center for Standards and Industry Building
- N6** Department of Microbiology Building
- N7** Fundamental Science Laboratory Building
- N8** Water Pump Station
- N9** Institute of Field Robotics Building
- N10** KMUTT Library Building
- N11** School of Information Technology Building
- N12** Utility Exchange Building (UX)
- N13** Workshop&Green House Building
- N14** Hi-Voltage Building
- N15** School of Liberal Arts Building
- N16** Learning Exchange Building (LX)
- N17** Classroom Building 2 (CB2)
- N18** Production Engineering Laboratory Building 4
- N19** Graduate School of Management and Innovation Building
- N20** Classroom Building 1 (CB1)

Emergency Contacts Section

Admission Process, Application Process, Tuition Fee, Degree Programs

Address: Admissions and Recruitment Office
The 1st floor, Discovery Center of KMUTT (S1), Bangmod Campus

Phone: +66 (0)2 470 8426

Email: admission@kmutt.ac.th

Fanpage: kmuttinteradmission

Line OA: -

Student Visa, Blacklist Checking, Letter of Acceptance (LoA)

Address: International Affairs Office (IA)
The 2nd floor, Office of The President Building (N2), Bangmod Campus

Phone: +66 (0)2 470 8415

Email: studentvisa@kmutt.ac.th

Fanpage: kmutt.inter

Line OA: @interkmutt

Registration System, Student ID Card, Placement Test, NewAcis

Address: Registrar's Office (RO)
The HUB, The 1st floor, Office of The President Building), Bangmod Campus

Phone: +66 (0)2 470 8147

Email: regist@kmutt.ac.th

Fanpage: registkmutt

Line OA: @regiskmutt

Internet Account, Network System, e-Mail Service, Software License

Address: Computer Center Services (CC)
The 9th floor, LX - Learning Exchange Building (N16), Bangmod Campus

Phone: +66 (0)2 470 9444

Email: ccsupport@kmutt.ac.th

Fanpage: cckmutt

Line OA: -

Undergo Medical Examination, Motivation Clinic, First Aid Basic

Address: Health Care Unit
The 1st floor, Classroom Building I (N20), Bangmod Campus

Phone: +66 (0)2 470 8446

Email: hcu@kmutt.ac.th

Fanpage: HCU.KMUTT

Line OA: -

Scholarships for international students (Degree Program)

Address: Student Financial Aid Unit
The 2nd floor, Office of the President Building (N2), Bangmod Campus

Phone: +66 (0)2 470 8107

Email: sfa@kmutt.ac.th

Fanpage: SFAKMUTT

Line OA: -

LET'S SPEAK THAI

Useful Thai words, numbers, and everyday phrases for international students.

Greeting

Hello/ Hi	sa-wat-dee
How are you?	sa-bai-dee mai?
Nice to meet you	yin-dee tee-dai roo-jak
Nice to meet you too	yin-dee tee-dai roo-jak chen-gan

Introduce yourself

What is your name?	khun cheu a-rai?
My name is...	chan cheu... (female) / phom cheu... (male)
Where are you from?	yin-dee tee-dai roo-jak
I am from ...	chan maa jaak... (female) / phom maa jaak... (male)

Numbers

1	๑	neung
2	๒	song
3	๓	saam
4	๔	see
5	๕	haa

6	๖	hok
7	๗	jet
8	๘	paet
9	๙	kao
10	๑๐	sip

Food/Drink

Breakfast	aa-haan chao
Lunch	aa-haan glaang-wan
Dinner	aa-haan yen
Rice	khao
Noodles	guay-dtiaw
Still water	nam bplao
Spicy	phet
Very	maak
Yes (I am)	chai
Yes (I do/can)	dai

Chicken	gai
Pork	moo
Fish	pla
Beef	neua-wua
Shrimp/ Prawn	goong
Mollusk	hoy
Seafood	ta-lay
A little	nit-noi
No (I am not)	mai-chai
No (I do't/ cannot)	mai-dai

DOS & DON'TS

Important cultural tips to help you show respect and avoid misunderstandings.

✓ DO

Respect the Monarchy

- Thai people deeply respect the royal family.
- Always speak politely and respectfully about the King and royal family.

Stand for the National Anthem

- The Thai national anthem is played in public places at 8:00 AM and 6:00 PM.
- Stop walking and stand still during the anthem to show respect.

Be Respectful in Temples

- Dress modestly: cover shoulders, chest, and knees.
- Speak quietly and behave respectfully.
- Take off your shoes before entering temple buildings.

Use Thai Greetings (Wai)

- Greet elders and teachers with a wai: place your palms together and bow your head slightly.
- Smile — it's a natural and polite gesture in Thai culture.

Take Off Your Shoes

- Remove shoes before entering homes, temples, and some offices or classrooms.

Dress Politely at University

- Wear neat and modest clothing when attending class or meeting professors.
- Choose long pants/skirts and closed-toe shoes.

✗ DON'T

Use Your Feet Disrespectfully

- Don't point your feet at people or religious objects.
- Don't step over people or touch anything with your feet.
- Don't step on Thai money — it has the King's image.

Touch Heads

- The head is considered the most sacred part of the body.
- Avoid touching anyone's head, even children.

Touch Monks (Especially for Women)

- Monks are not allowed to touch or receive items directly from women.
- Women should place items on a cloth or offer them through a male companion.

Show Disrespect to Religion

- Avoid making jokes or negative comments about Buddhism.
- Do not climb on Buddha statues or take disrespectful photos.

Raise Your Voice or Show Anger in Public

- Shouting, arguing, or losing your temper in public is seen as very rude.
- Try to stay calm and polite even in stressful situations.

Show Too Much Affection in Public

- Public hugging and kissing are uncommon and may be seen as inappropriate.



King Mongkut's University of Technology Thonburi (KMUTT)

Bangkok , Thailand

Telephone



+66 2 470 8145

E-mail



contact-inter
@kmutt.ac.th

Follow us



inter.kmutt.ac.th