

Instructions for Temporary Foreign Employees

Making a Contract

1. There are 2 copies of the contracts (Thai/English). The Human Resources Officer will send you a copy and set the date for making a contract. The documents needed are:
 - 1.1 Personal history
 - 1.2 Education experience
 - 1.3 Working experience
 - 1.4 Graduation certificate/transcript (2 copies each), each copy should be signed
 - 1.5 2 copies of the employee's Non-Immigrant B passport.
 - 1.6 3 passport photos, 3 × 4 cm. In size
2. After the university has approved the employment, the employee will be asked to go for a medical exam at any hospital (expenses may be claimed later on) and bring the doctor's certificate to obtain an application for a work permit (Form WP.1).

Note:

- Must hold a Non-Immigrant B visa only. The visa is valid for 90 days, starting from the date of arrival in Thailand.
- The process takes approximately 3 months before the employee begins his/her service.

Contract Renewal

1. The Department prepares a document permitting the contract renewal, with the details of name, surname, nationality, age, educational degree, work experiences, position number, remuneration, employment period, accommodation rental rate, teaching hours, along with the profile and the appropriate reason of the contract renewal, for the consideration of the faculty's administration board.
2. After the university has approved the employment, the employee will receive 2 copies of the employment contract to sign (Thai/English). The Head of the Department then signs the document as evidence before returning them to the Human Resources Department.
3. The Human Resources Department submits the permission document to the university.

Note: The process should begin approximately 3 months before the contract ends.

Contract Cancellation

1. Submit a letter of resignation to your Department Head and wait for the resignation to be approved by the university.
2. The Human Resources Officer sends a visa cancellation letter to the university's Human Resources Department to obtain approval from the President.
3. Bring all documents to the Immigration Bureau to process the visa cancellation.

Employee's ID Card Request

Bring a copy of the employment contract to the 5th floor, Chamchuri 5 building, and wait for your ID card to be issued

Note: Office hours – weekdays 8.30 a.m. – 12 noon/1 p.m. – 4.30 p.m.

Contract Renewal Fee Claim

1. After the visa renewal, work permit, and medical exam, the department sends the documents with receipts, copy of employment permission, and copy of the employment contract attached to the human resources department.
2. After completing the process, the financial department will inform you to collect the cheque.

Note: The fee claim cannot exceed 8,000 baht/person/year.

Application of Work Permit Request

1. Fill out the WP.1 form (1st application of work permit) and send it back to the human resources Office along with a 100-baht application fee and 3,000-baht contract renewal fee for a 1 year work permit (expenses can be claimed). If exceeding 1 year, the fee will be calculated based on the number of months in service
2. The Human Resources office will examine all of the following documents:
 - 2.1 Letter to the Director-General of the Department of Employment
 - 2.2 Application of work permit (Form WP.1)
 - 2.3 Certificate of employment
 - 2.4 A copy of the ID card signed by the President
 - 2.5 A certificate of the degree and working experience
 - 2.6 An employee-signed power of attorney, with a 10-baht revenue stamp attached
 - 2.7 A president-signed power of attorney, with a 10-baht revenue stamp attached
 - 2.8 A doctor's certificate certifying that the employee does not have any of the 6 prohibitive diseases

- 2.9 The first page of the passport, most recent visa page, most recent travel date, a departure card and their copies
 - 2.10 A copy of the employment permission and contract
 - 2.11 A copy of the appointment document signed by the President
 - 2.12 A copy of the ID card of the authorized representative
3. The human resources officers submit the documents to the Foreign Workers Administration Office, Ministry of Labor. Then the human resources officers will set the date for the appointment for receiving work permit documents.
 4. On the appointment date, employees must bring their passport with them. After returning to the faculty, they need to make a copy of work permit documents and keep the copy in the profile folder.

Work Permit Renewal

1. Fill out the WP.5 (Work Permit Renewal) form and it send back to the human resources office along with 100-baht application fee and 3,000-baht contract renewal fee for 1 year work permit (expenses can be claimed).
2. The Human Resources office will examine all of the following documents:
 - 2.1 Letter to the Director-General of the Department of Employment
 - 2.2 Application of work permit renewal (Form WP.5)
 - 2.3 Certificate of employment
 - 2.4 A copy of the ID card signed by the President
 - 2.5 An employee-signed power of attorney, with a 10-baht revenue stamp attached
 - 2.6 A doctor's certificate certifying that the employee does not have any of the 6 prohibitive diseases
 - 2.7 The first page of the passport, the most recent visa page, most recent travel date, a departure card and their copies
 - 2.8 The employee's passport and one copy
 - 2.9 Work Permit and one copy
 - 2.10 A copy of employment permission and contract
 - 2.11 A copy of the appointment document signed by the President
3. About 2 days after the visa renewal, the Human Resources officer will send all documents to Foreign Workers Administration Office, Ministry of Labor.

Caution: In case that the employee's signature in the copy of the passport does not match the copy of the work permit, the employee is required to sign their name again and the Human Resources will submit all documents to Foreign Workers Administration Office on the next day.

Insured Person Registration

1. The Human Resources officer will bring the SSO 1-03 Employee Registration form and the SSO 9-02 form for the Employee to select a hospital and request for changing of medical cards to the employees to fill out and choose the hospital that belongs to the Social Security Office in Bangkok. The employees must hand it in with a copy of a passport and a work permit.
2. The Human Resources officer will bring all documents to the Dean to sign. Then the documents will be brought to a Social Security Office for a Security Service Number.

Taxpayer Registration

1. The Human Resources officer will send a request form of taxpayer's number and ID card (L.P. 10.1) to foreign lecturers to fill out, along with signing in a power of attorney, with a 10-baht revenue stamp attached. Then the lecturers need to send all the documents with a copy of the passport and a work permit.
2. The Human Resources officer will send all documents to the Revenue Office and wait for the taxpayer's ID card.

Note: After the foreign lecturers receive a work permit number, a security service number, and a taxpayer number, the human resources officer will record the data and send them to the university for CU-HR and income payment system record.

Report Yourself after 90 days

Report at the Immigration Bureau

1. Hand in the Form for Aliens to Notify of Remaining Longer than 90 Days (T.M. 47), including a passport at the Immigration Bureau.
2. Keep the Receipt of Notification of the form for the next report.

Report via postal service

1. Prepare the following documents:
 - 1.1 A copy of a passport (a page with the employees' photo, the most recent day of arrival, and the most recent staying in Thailand permission)
 - 1.2 A copy of T.M. 6
 - 1.3 Receipt of Notification

1.4 Form T.M. 47

1.5 A 6.5 × 9 inches envelop with a 10-baht stamp attached, addressed to the employees for receiving documents for the next report.

2. Bring all the documents to the Immigration Bureau within 15 days before the report due date.

Note: If the employee travel out of the country and return into the country the period of 90 days from the most recent arrival will be counted.

Visa Renewal

1. The Human Resources Officers provide the extension of temporary stay in the Kingdom application form (TM.7) and the Immigration Bureau application form for employees to fill in their details and attach their photos. Employees must also attach copy of their passports and work permit and hand in all documents to the Human Resources officers.
2. Human Resources officers provide a form to employees to sign for visa and work permit renewal, attached with the letter to the Director of the Immigration Bureau, the letter to the General of Department of Employment and the employment certificate. Submit these documents to the President for a signature, in order to be used as a cover letter for temporary employees' visa and work permit renewal. Please also attach a copy of the President's I.D. card along with the employment certificate.
3. After receiving the cover letter, documents from the University and TM.7 application form for temporary employees, the Human Resources officers are required to check the following documents:
 - 3.1 A letter to the Director of the Immigration Bureau
 - 3.2 TM. 7 application form with an attached photo
 - 3.3 An Immigration Bureau application form
 - 3.4 Employment permission and contract
 - 3.5 A copy of the president's appointment letter
4. Every Wednesday on the third week of the month the human resources officers are required to reserve the Faculty's van for visa renewal at Immigration Bureau Chaeng Wattana. The renewal fee is 1,900 Baht (expenses can be claimed). After getting back to the Faculty, employees are required to make 2 copies of their recent visas and hand it in to the human resources officers.

5. If employees are unable to come on the selected day, the human resources officers are required to provide documents so that employees can renew their visas by themselves on the other days.

Cautions:

- If employees provide an address that does not match the address in the work permit, employees must change the address in the work permit first. Changing the address on the work permit takes about 5 days to process.*
- Travelling to Immigration Bureau normally takes about half a day. Travelling might take the whole day or more if these problems occur:*
 - Employees are late and are thus required to wait their turn in a long queue.*
 - Employee does not have complete copy of their passports which include the first page, visa page and the recent travelling page. If this problem occur, employees will have to wait for a long queue to make a complete copy.*
 - Employee did not cancel his/her previous visas in case of holding other visas apart from Non-Immigrant Visa B. If this problem occurs, employees will have to cancel their previous visas and might have to pay an overstay fine 500 Baht per day, starting from the day employees had canceled their previous work permit till the day they obtain a new visa.*
 - Employees did not report themselves within 90 days, if this problem occurs, employees will have to wait for a long queue to report themselves and pay a fine of 2,000 Baht.*
- In order to keep the visas, employees are required to complete a re-entry permit to return into the Kingdom application form (TM.8) before leaving the Kingdom. The fee is 1,000 Baht for single re-entry and 3,800 for multiple re-entry at Immigration Bureau.*