



ASSUMPTION UNIVERSITY
Educating Intelligences and Active Minds to Change the World

INTERNATIONAL STUDENT HANDBOOK

www.au.edu

abac@au.edu





OBTAINING A VISA

Students arriving in Thailand will be granted 3 months non-immigrant educational visa which after arrival can be extended to 1 year. The university will help in the stay permit extension process. Upon arrival the student must complete the admission procedure and apply for a "stay permit extension."

AU VISA SERVICES

All services are meant for full time students with proper Non-Immigrant (category Ed) Visas subject to conditions as outlined below. Petitions and other forms are available from Visa Section at either campus. AU ID-Card and AU fee payment receipt must be shown to receive service.

Stay Permit Extension

Au Visa Section applies to Non-Immigrant (Class Ed) Stay Permit Extension based on requests made by currently registered full time non-Thai students (12 credits or equivalent a semester). Those who register for less than 12 credits are considered part-time and will not be given extension of stay.

MUST BE APPLIED FOR NO LESS THAN 30 DAYS BEFORE EXPIRY.

*** Processing takes at least 3-4 hours**

*** Generally a stay permit last 6 – 12 months.**

*** Passports are sometimes made available temporarily during processing period.**

Students, who do not submit their passports on time, will be responsible for any additional fees or expenses

Stay Permit Cancellation

Please note that extension of Stay Permit is liable to termination by the Bureau of Thailand Immigration for Students under the following categories:

1. Students who are irregular in attendance; or
2. Students who are on probation; or
3. Students whose academic records are unsatisfactory including frequent withdrawals.
4. Students who are retired or
5. Students who had already graduated.

Re-Entry Permit

Is strongly suggested for any student who needs to temporarily leave Thailand for whatever purpose. This permit is in addition to the current Stay Permit Extension and does not change the expiry date of the visa. Re-Entry permits take up to week to process. Student should return to Thailand and apply for extension at least two weeks before the Stay Permit Extension expires.

– Single Entry – Baht 1,000

– Multiple Entry – Baht 3,800

Visa letter

If you know that you're going to leave Thailand and cannot return before your Stay Permit expires, please contact the AU visa officer at least two weeks in advance, of your leaving Thailand, to obtain the certified letter to confirm that you are a student at AU. You can use these documents to apply for a new visa (ED only) to the Thai embassy or consulate in the country where you are staying. They'll give you a new visa valid for 3 months. It may take them a few days, so be prepared.

– The Visa letters are used to apply for new visas abroad at any Royal Thai Embassy / Consulate.

– Au Visa Section issues Visa Letters at the request of the students.

– Au Visa Section needs at least 3



days for processing.

Change Visa

(for education)

You should never try to enter as a visitor if you intend to become a student. The procedure to change your status is cumbersome and will take up a lot of your time. In order to change your visa status, you are required to have at least 30 valid days on your present visa. Several documents are required from both the university and you, the production of which will take time. Therefore, we strongly advise that you enter with the appropriate visa.

Passport Renewal

Please check your passport expiry date before you leave your home country. Your passport should extend beyond your intended stay in Thailand. If it does not you can get it extended at the Embassy or Consulate of your home country in Thailand or with the proper authorities in your home country.

Make sure your passport has space (pages) available for a Stay Permit Extension stamp. You can get more pages at any time at the Embassy or Consulate of your home country in Thailand. Passports should be renewed no less than 6 months before passport expires.

(Au staff should be informed before renewing passport)



90 – DAY NOTICE

* All non-Thai students must notify their places of residence to the Bureau of Immigration every 90 days.

* Must be applied for no less than 7 days before expiry of previous 90-Day Notice.

Expired 90-Day Notice can be renewed by exiting Thailand on Re-Entry Permit or obtaining new visa abroad.

Students who fail to comply are liable to a fine of Baht 5,000 with an additional fine of 500 baht for each day past expiry. The Bureau of Immigration may collect fee upon exiting Thailand.

If you miss the 90-day report due date, you must go to the Immigration Department by yourself and, pay them a penalty of 2,000 Baht for missing your date and report your place of residence. If you lose your 90-day report tag (it will be attached to your passport), the Immigration Department will charge you an additional penalty of (2,000 Baht to 5,000 baht). AU will not pay your penalties. (We'll take you there provided that you go on our scheduled trip)

ANNOUNCEMENT FROM IMMIGRATION BUREAU

On 27 November, 2015, the Minister of Interior issued a new order regarding classes of aliens ineligible for admission to the Kingdom of Thailand. The new order will be enforced on 20 March, 2016.

Below are the details of the new order publicized by the immigration Bureau with regards to overstayed aliens.

1. Alien Surrendered to

Authorities :

- 1.1 An alien who overstays his/her permission more than 90 days will be barred from re-entering the country for 1 year, starting from the departure date.
- 1.2 An alien who overstays his/her permission more than 1 year will be barred from re-entering the country for 3 years, starting from the departure date.
- 1.3 An alien who overstays his/her permission more than 3 years will be barred from re-entering the country for 5 years, starting from the departure date.
- 1.4 An alien who overstays his/her permission more than 5 years will be barred from re-entering the country for 10 years, starting from the departure date.

2. Alien Being Arrested and Prosecuted :

- 2.1 An alien who is caught overstaying his/her permission less than 1 year will be barred from re-entering the country for 5 years, starting from the departure date.
- 2.2 An alien who is caught overstaying his/her permission more than 1 year will be barred from re-entering the country for 10 years, starting from the departure date.

3. These rules are not applied to :

- 3.1 An alien who departs the country before the age of 18.
- 3.2 An alien who departs the country before enforcing this rule.

AU VISA SECTIONS

OFFICE OF THE UNIVERSITY
REGISTRAR

HUA MAK CAMPUS

Martin de Tours Hall, Window 10
Tel : (+66) 2 300 4543 - 60 Ext. 3507

SUVARNABHUMI CAMPUS

St. Michael's Hall, SM 116
Tel : (+66) 2 723 2222 Ext. 2627
Monday – Friday 8.30 – 16.30 hrs.
*Au Visa Staff visit the Immigration
Bureau every Tuesday & Thursday

Immigration Bureau (Changwattana)
Government Center
Changwattana RD., Soi 7, Tung song
hong, Luksi, Bangkok 10210
Tel : (+66) 2 141 9889
www.bangkok.immigration.go.th

Immigration Bureau (Samut Prakan)
Suthibirom RD., Tambon Paknam,
Amphoe Muang, Samut Prakan
Province 10270
Tel : (+66) 2 395 0029
www.samutprakanimmigration.go.th



AU RESIDENCE HALLS

The University provides separate dormitory facilities for both male and female undergraduate students on campus on a twin share basis. The Three Dormitories are: Solomon, Sheba & King David

The three 13-story dormitories form a U-shape embracing the basketball grounds and the middle pyramid. The grounds with rows of seats all around it, is called the King's court. Named after characters in the Old Testament, the salubrious dorms have all modern facilities and an underground car park. The safety measures to protect against fire include smoke detectors, sprinklers, fire escapes and emergency lighting. They are located in a windy area with plenty of sun and fresh air. They are on the western side of the campus so in the evening, one sees sunset rays suffuse the colorful flags on the Boulevard des Nations, which connects the residence halls to the front of the Cathedral of Learning.



King Solomon Hall

In the Old Testament, King Solomon inherited the kingdom from his father, King David. He built a temple dedicated to the God of the Israelites, which transformed Jerusalem into an important center during his time. But King Solomon here is a dormitory for male students. It has 505 rooms with an interior and facilities akin to a standard hotel, designed for quiet rest and study. Each room has a cable TV set, a small refrigerator, a direct line telephone and a pair of connections for computer Internet access. It faces the Queen of Sheba Dormitory.

Queen of Sheba Hall

The Queen of Sheba went to Jerusalem after she heard of Solomon's fame, through the name of the Lord. Their legendary love not only had a deep influence on Jerusalem, but on numerous cultures. The Queen of Sheba dormitory is akin to that of King Solomon in the number of rooms, its exterior and interior, but it is for female students. There is a nursing room and study room on the second floor. Around both dormitories are outdoor sports grounds. Together, the twin halls stand as a testimony of love and hold young men and women bound for a bright future.

King David Hall

Long before Jesus Christ was born, King David ruled Israel. He was a valiant soldier, a musician and the man who defeated Goliath. King David is a hotel for visitors with 266 rooms in the same style as the other two dormitories. The back terrace of every room overlooks a wide green field. It is quiet at daytime and in the night. Only at King David are a mini-mart, a laundry shop and an ATM. An ABAC Dummy Perpetual Fund and a Student Affairs Fund to give financial support for youth activities and needy students in rural areas created the mini-mart or "U-Mate" convenient store. The total surplus generated by the store will be contributed to the Fund.



AU Residence Halls Advisors

1. Provide orientation and information to the residents,
2. Give advice and assistance to the residents who experience difficulties and encounter problems as hostel students,
3. Create a multicultural learning environment free from prejudice and promote harmonious relations,
4. Prepare development programs to enable students to enhance their potential,
5. Make the residents observe the code of conduct and, if necessary, to initiate procedures that will lead to remedial action against violators.

Students who prefer to stay off campus can do so as there are many apartments around the campus which the student might choose upon their own personal preferences. The cost of accommodation depends on the facility and the student's personal lifestyle. The approximate costs of apartments start from 3,500 baht – 20,000 baht.

Graduate students staying at huamark campus can be facilitated to find a suitable accommodation upon request.



FACILITIES

- Fully Furnished & Equipped
- 24 Hours Reception
- 24 Hours Security
- 24 Hours Ambulance Standby
- Weekly Room Cleaning Service
- High Speed Internet
- In-house Technician Service
- Mailing Service
- Infirmary Room
- Study Room
- Kitchen
- Parking lots
- Common Room
- Residence Halls Advisor Support

LIVING EXPENSES

The living expense varies according to the personal lifestyle of the students. The approximate cost for living in bangna can be approximately 15,000-30,000 up to the student's personal lifestyle.

MEDICAL EMERGENCY

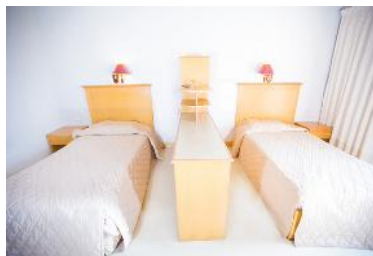
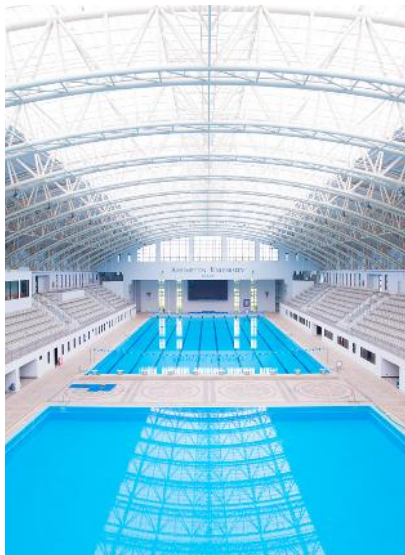
Students can contact the nursing room on campus at the Queen of Sheba dormitory 1st floor in case of emergency where there is 24 hours medical support available for the in house students living in the dormitory.

Medical Emergency

Tel. (+66) 2 723 2222 Ext. 6296
(+66) 2 723 2888 (24 hrs.)

ROOM TYPE	ROOM DESCRIPTION	RENTAL RATE / MONTH
Triple	3 persons per room	3,500 Baht per person
Quadruple	4 persons per room	3,500 Baht per person
Standard	2 persons per room	4,000 Baht per person
Balcony	2 persons per room with a large balcony	4,500 Baht per person

Remark : Fees are subject to change without prior notice.



AU SPORT CENTER

- Fitness Room
- Indoor Swimming Pool
- Tennis Court
- Squash Court
- Badminton Court
- Basketball Court
- Snooker Room
- Table Tennis Room
- Sauna and Steam
- Football Field

AU MALL

- Restaurant
- Laundry Service
- Beauty Salon

Contact Information :
Suvarnabhumi Campus
Service Hours
Mon - Sat (8.00 a.m. – 5.00 p.m.)
Location
2nd Floor, King David Hall
Telephone
(+66) 2 723 2222 Ext. 5297
E-Mail hsau_01@hotmail.com

STUDENT CENTER

International students can contact the student center to join different student clubs and bodies to be updated on the student activities on campus such as sports, international student groups, personality development, cultures, performance, debates, etc.

Contact Number :
Student Leadership & Experiential Learning Center (CSLEL)
Telephone
(+66) 2 723 2222 Ext.7297, 7293
E-Mail auso2015@hotmail.com
LINE ID [ausoabac](#)
Website auso.au.edu

TRANSPORTATION

There is transportation available to different locations around the city from the Suvarnabhumi campus. The students can use the van to commute to different area and also can use the student coach to commute between different campuses.

SCHEDULE OF VANS SERVICE TO ASSUMPTION UNIVERSITY (SUARNABHUMI CAMPUS)					
ROUTE	PLACE OF PARKING - VAN	DEPARTURE TIME TO SUARNABHUMI CAMPUS	DEPARTURE TIME FROM SUARNABHUMI CAMPUS	VAN - OPERATOR	PRICE BAHT / PERSON / ROUND
1. Victory Monument - ABAC Bang Na	Pattanachart Place	06.30 - 07.30 08.00 - 09.00	12.00 / 14.00 15.45 / 17.30	Khun Usa (+66)8-4673-9188 Khun Kovit (+66)8-9242-3489	65 Baht
2. Central Department store (Ladprao)	near Union Mall (Ladprao)	06.30 - 07.30 08.00 - 09.00	12.00 / 14.00 15.45 / 17.30	Khun Usa (+66)8-4673-9188 Khun Kovit (+66)8-9242-3489	65 Baht
3. Paradise Park	Opposite Paradise Park (S.Naidum restaurant)	07.00 - 07.50 08.00 - 09.30 11.00 - 11.20 13.00	12.00 / 14.00 15.45 / 17.30	Khun Manu (+66)8-1438-2137	40 Baht
4. Bang Na Intersection	Police station (under Bangna Expressway)	07.00 - 13.00	12.00 / 14.00 15.45 / 17.30	Khun Somjai (+66)8-7035-6229	40 Baht
5. Sky - train station (BTS) On-nut	Beside to Lotus Supermarket	07.00 - 07.30	11.00 / 12.00 14.00 / 15.45 17.30	Khun Supat (+66)8-6776-9459	50 Baht
6. The Mall Department store (Ngam Wong Wan)	Grand Plaza opposite The Mall Department store	06.00 - 07.30 08.45 - 09.15 10.00 - 11.00	12.00 - 12.30 14.00 - 14.30 15.45 - 16.00 17.15 - 17.30	Khun Karun (+66)8-1429-8537	80 Baht
7. Saphanmai Ramintra, Fashion Island	Lotus Saphanmai, Fashion Island	06.00 - 07.30 06.00 - 08.00 09.00 - 09.15	15.45 - 16.00 17.15 - 17.30	Khun Karun (+66)8-1429-8537	80 Baht
8. The Mall Department store (Thapra)	Car - Parking lot beside Shell gas station (Green Wall)	-	-	Khun Pranoom (+66)8-9039-8208	60 Baht
9. Si-phaya Pier	Si-phaya Pier	06.00 - 13.00	11.00 / 12.00 14.00 / 15.45 17.30 / 18.00	Khun Suphot (+66)8-1890-3756	60 Baht
10. Sathupradit	Central Rama III Shell gas station	06.30 - 09.00	11.00 / 12.00 14.00 / 15.45 17.30 / 18.00	Khun Suphot (+66)8-1890-3756	60 Baht
11. ABAC Hua Mak Campus	Beside to ABAC	07.00 - 18.30	11.00 / 12.00 14.00 / 15.45 17.30 / 18.00	Khun Boy (+66)8-4250-2827	40 Baht
12. Lat Krabang	Car park of Airport link Lat Krabang Station	06.30 - 07.45 08.30 - 09.15 09.30 - 10.30	12.00 / 14.00 15.45 / 17.30	Khun Usa (+66)8-4673-9188 Khun Kovit (+66)8-9242-3489	40 Baht

For more information, please contact office of Legal and General Business Department Tel : (+66) 2 723 2606 - 8

THINGS TO DO AFTER YOUR ARRIVAL

DEVELOP A BUDGET :

Consider the in-country costs before you leave home. You should develop a budget and live by it. Consider the costs of optional excursions, school supplies, internet access, in-country transportation and general living costs. Many students lose their minds at the night clubs in Bangkok and have spent their semester budgets within their first week abroad. Try to familiarize yourself with the local currency, and calculate your budget in that currency.



EXCHANGE CURRENCY :

To obtain the best rate for exchanging currency you can contact SuperRich where the rate is higher than in the local banks and airport. It is best not to exchange large amount at the airport kiosks as you might lose money on the exchange rate. You can find more information and up to date daily exchange rates at the link below www.superichthailand.com/contact



CARRY YOUR PASSPORT/ID :

Always carry a copy of the passport while living in Thailand, make a copy of the front page that has all your identification information, and keep it in a separate place from your passport. If your passport is lost or stolen, the copy will make it easier to get a new one.



GET A STUDENT ID :

Once you are settled and finally visited the campus of your choice bring all relative admission application to help you obtain the AU ID card. Student IDs provide you with discounts at museums, for youth admissions and fares for transportation and other great discounts. In many cases your student ID from your school will suffice. The additional benefit of an International Student ID is the travel insurance, which usually includes minimal accident, health, repatriation and medical evacuation insurance. The student can contact admission center SM115 at Suvarnabhumi campus or Admission center at P building Hua Mak campus to obtain the student ID.



BUY A SIM CARD :

Upon arrival to the airport you can find the closest SIM card provider to purchase a SIM card with internet package. Thailand has 3 major carriers AIS, TRUE, DTAC. You can choose any one of the service providers and purchase a SIM Card at a reasonable price. Once you are settled and obtained your number inform your parents that you have safely reached to Thailand. Do not continue using your SIM card from your home country as any calls made or received in Thailand will be hugely expensive.

LEARN BASIC THAI LANGUAGE :

Make friends with your Thai classmates and learn a few basic Thai words which can help you go a long-way another option is to learn through the online translation smart apps and through websites. You can find some useful Thai phrases at the following link <http://www.omniglot.com/language/phrases/thai.php> Although AU is an international university you would need to communicate with others outside the university where you might encounter a language barrier. Once you have broken the language barrier enjoy your stay at your new found home and hope you have a wonderful time studying at Assumption University with unforgettable memories for years to come.

Edition : April 2017

ADMISSION CENTER:

ASSUMPTION UNIVERSITY OF THAILAND

Hua Mak Campus

592/3 Ramkhamhaeng 24 Rd., Hua Mak, Bangkok,
Bangkok 10240 Thailand
Tel. (+66)2 719 1919
(+66)2 300 4543-62 Ext.1212

Suvarnabhumi Campus

88 Moo.8, Bang Na-Trad Km.26, Bangsaothong,
Samutprakarn 10570 Thailand
Tel. (+66)2 723 2323
(+66)2 723 2222 Ext.2323

ABAC City Campus

ZEN Department Store @ CentralWorld
14th fl., Rajdamri Rd., Phatumwan, Bangkok 10330
Thailand
Tel. (+66)2 100 9115-8
(+66)2 300 4543 Ext.4800
Email : citycampus@au.edu

E-Mail : abac@au.edu

Website : www.au.edu



Admissions Center Assumption University
Humans of ABAC



@abac



Humansofabac



ABAC Admissions