



Announcement of Mahidol University

Subject: The Determination of Visa and Work Permit Processing Fees Collection Rate B.E. 2565 (2022)

To ensure that the rules and the rates of Visa and work permit processing fees for foreign personnel who are affiliated with Mahidol University are properly and appropriately established,

By virtue of the content in Section 12 of Mahidol University's regulation on Budget and Finance Management B.E. 2551 (2008) and amendments thereto, as well as the virtue of the resolution of Mahidol University's board of directors meeting no. 15/2565 on 9 August B.E. 2565 (2022), the President hereby determines the rules and the rates of Visa and work permit processing fees for foreign personnel who are affiliated with Mahidol University as follows.

Clause 1 In this announcement,

“Sector” means the University Council Office, the Office of the President, any campus, faculty, graduate school, college, institution, bureau, center, as well as any sector called by other names that is of equivalent status to a faculty;

“Foreign Personnel” means any personnel whose nationality is not Thai and is employed to work as a University's personnel, a college's personnel, Mahidol University's affiliated employee, or a special instructor, along with other persons appointed to work on Mahidol University's affairs;

“Fees” means the fees for Visa application, changing the type of Visa, Visa renewal, work permit application, work permit renewal application, notification of staying in the Kingdom over 90 days, re-entry permit application, and other related affairs;

“Service Fees” means Visa and work permit processing fees for foreign personnel affiliated with Mahidol University;

“Visa and Work Permit Processing” means the coordination regarding documentation and transportation, including commutes to facilitate the documentation submission according to the type of services requested.

Clause 2 The Visa and work permit processing fees for foreign personnel who are affiliated with Mahidol University will be collected at the following rates.

Number	Service	Service Fee (Baht)
1	Applying for a Non-Immigrant Visa “B”	300
2	Changing the type of Visa from Tourist Visa to Non-Immigrant Visa “B”	300
3	Renewing a Non-Immigrant Visa “B” for 1 year	300
4	Applying for a new work permit with a validity period that is more than 1 year but not exceeding 2 years	300
5	Applying for a new work permit with a validity period that is more than 6 months but not exceeding 1 year	300
6	Applying for a new work permit with a validity period that is more than 3 months but not exceeding 6 months	300
7	Applying for a new work permit with a validity period that does not exceed 3 months	300
8	Renewing a work permit with a validity period that is more than 1 year but not exceeding 2 years	300
9	Renewing a work permit with a validity period that is more than 6 months but not exceeding 1 year	300
10	Renewing a work permit with a validity period that is more than 3 months but not exceeding 6 months	300
11	Renewing a work permit with a validity period that does not exceed 3 months	300
12	Notification of staying in the Kingdom over 90 days <i>(only for the initial notice, which must be made in person at the Immigration Division)</i>	300
13	Requesting for a re-entry permit (Re-Entry Visa)	300
14	Other Services	300

Clause 3 As for the procedures for requesting the Visa and work permit processing services, the sector that wishes to receive the service must proceed as follows.

3.1 Issue a letter of intent stating that the sector wishes to receive the service and provide a list of foreign personnel to the Mahidol University International Affairs Office (MUIAO).

3.2 Pay the service fee by transferring the fee to Mahidol University’s account at Siam Commercial Bank, account number 016-300325-6 (checking account), and

send a proof of payment (transfer slip) along with the Visa and work permit processing fees payment declaration form to the Mahidol University International Affairs Office (MUIAO) within 7 business days after receiving the Visa and work permit processing fees invoice.

3.3 After completing the service fee payment, the Mahidol University International Affairs Office (MUIAO) will issue a receipt for the Visa and work permit processing fees and forward it to the sector coordinator. Then, officers from the Mahidol University International Affairs Office (MUIAO) will contact the foreign personnel or the coordinator to further carry out the Visa and work permit processes as requested.

Please note that the sector and the foreign personnel will be responsible for the stamp duties (if any Power of Attorney is given) and the fees incurred by the Immigration Division and the Department of Employment. The aforementioned fees must be paid on the date of arrival at the Immigration Division and the Department of Employment.

Clause 4 High-potential instructors and researchers (Global Talents) are exempt from any fees stated in this announcement. However, to be exempt from the fees in other cases, the person must submit a request to the Vice President for International Relations and Corporate Communication for consideration on a case-by-case basis.

Clause 5 The revenue earned from collecting the fees stated in this announcement must be recognized as the University's revenue under Mahidol University's regulation on Budget and Finance Management B.E. 2551 (2008) and amendments thereto.

This regulation shall come into effect from this day on.

Issued on the 27th of October B.E. 2565 (2022).

(Professor Dr. Banchong Mahaisavariya)
The President of Mahidol University