

New Teacher Orientation Guide

Executive Team



Assoc Prof. Dr. Singhanat Nomnian

School Director

Executive Team



Miss Usama Sangserm

**Deputy Director
for Administration**

Executive Team



Ms. Rungkaew Phumppo

**Deputy Director for Academic
and Student Affairs**

Executive Team



Ms. Natcha Chaikongdee

**Assistant to Director
for Administration**

Executive Team



Asst Prof. Dr. Kunakorn Poochinda

**Assistant to Director
for Academic Affairs**

Executive Team



Mr. Theeraphan Prathomkhong

**Assistant to Director
for Student Services**

Executive Team



Mr. Rodsak Sangkaew

**Assistant to Director
for School Activities**

Human Resource



Woramon Saisit
(Neung)



Pischada Meejaiyen
(Amm)



Piyapat Piamsawat
(Tew)

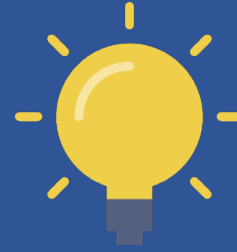
Agenda



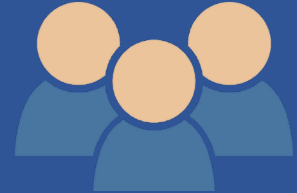
1. Mahidol Account &
E-Pay Slip



2. Working hours and Rules



3. Benefit & Allowances &
Reimbursement



4. Daily Life



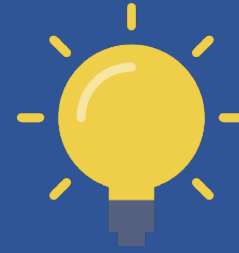
Agenda



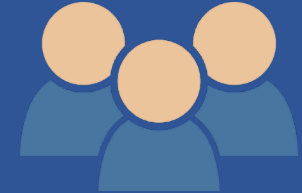
1. Mahidol Account &
E-Pay Slip



2. Working hours and Rules



3. Benefit & Allowances &
Reimbursement

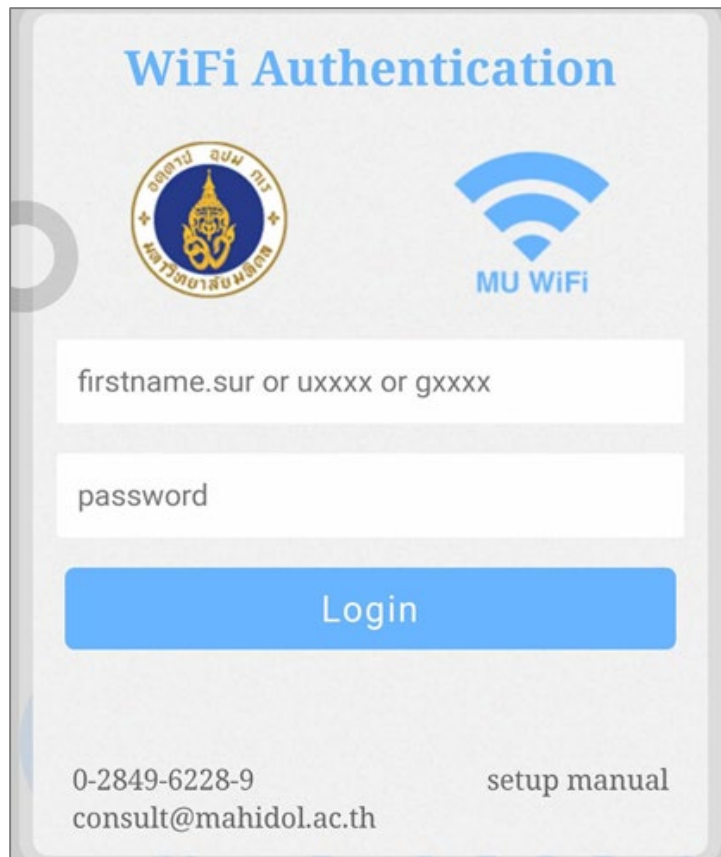


4. Daily Life



Mahidol Account

Internet Account (Free MU-WiFi) and E-mail Account (@mahidol.edu)



The image shows a WiFi authentication form with the following elements:

- Title:** WiFi Authentication
- Logos:** Mahidol University logo and MU WiFi logo.
- Username Field:** A text input field with the placeholder text "firstname.sur or uxxxx or gxxxx".
- Password Field:** A text input field with the placeholder text "password".
- Login Button:** A blue button labeled "Login".
- Contact Information:** At the bottom left, the phone number "0-2849-6228-9" and email "consult@mahidol.ac.th". At the bottom right, the text "setup manual".

1

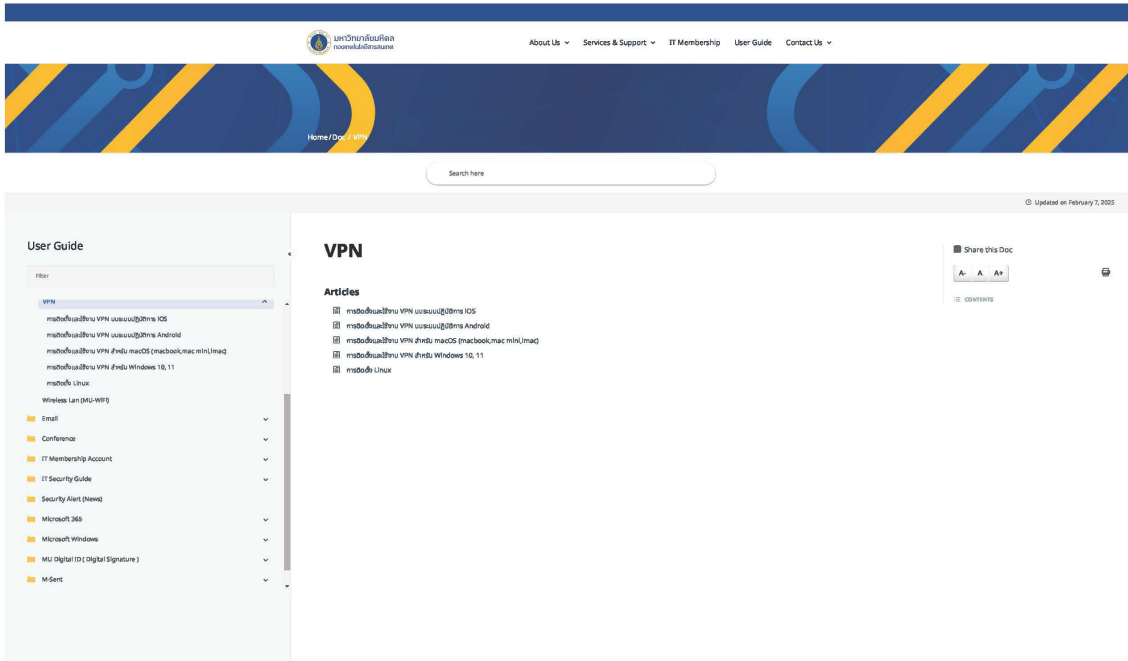
Username: firstname.sur

2

Password: ddmmyyyy
(Example: Date of Birth 24 July 2000.
Password is 24July2000)

E-Pay Slip

E-Pay Slip System Introduction



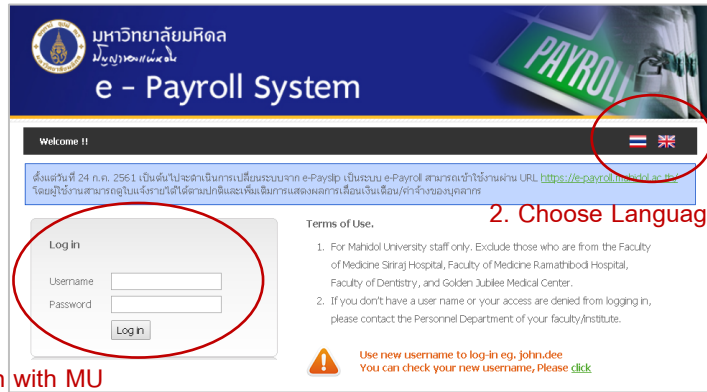
You will be able to login into the link for e-payroll at

[e-payroll link](#)

MU electronic pay slips can be accessed at home, all you need is a VPN Mahidol and login with your internet username and password.

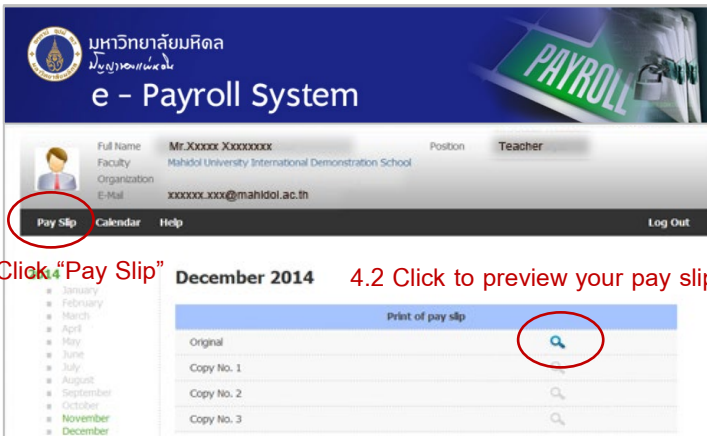
Please check the details as this [link](#)

E-Pay Slip System Introduction



3. Log in with MU

username & password



4.1 Click "Pay Slip"

4.2 Click to preview your pay slip

4.2 Choose "Month & Year"

1

Access URL: <https://e-payroll.mahidol.ac.th/ePayroll/index.php?lang=en>

2

Choose Language 


3

Log in with your MU internet account

4

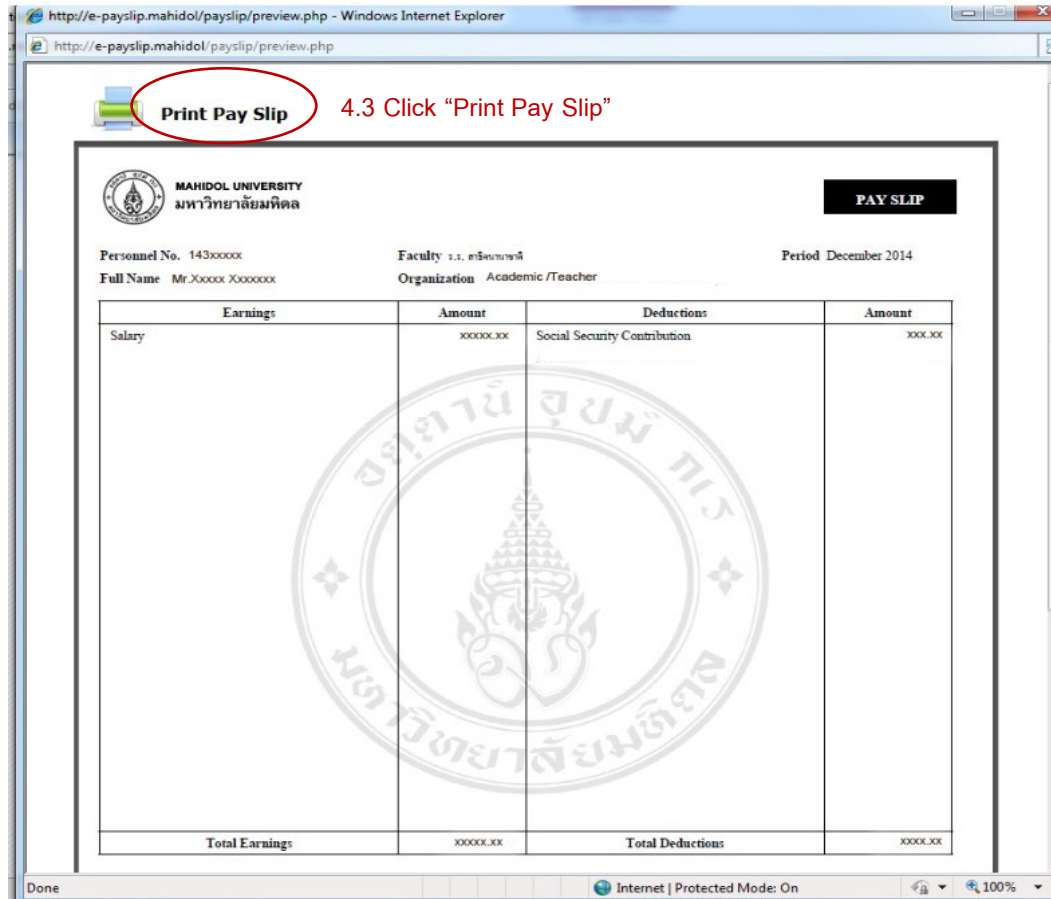
View and Print your pay slip

4.1 Click tab "Pay Slip" on menu bar

4.2 Choose Year, Month and click  to preview your pay slip

Remark: You can only Log-In at Mahidol University area. You have to print out e-Pay Slip by yourself.

E-Pay Slip System Introduction



Print Pay Slip 4.3 Click "Print Pay Slip"

MAHIDOL UNIVERSITY
มหาวิทยาลัยมหิดล

PAY SLIP

Personnel No. 143XXXX
Full Name Mr.XXXXX XXXXXXX
Faculty อ.อ. ศึกษาศาสตร์
Organization Academic /Teacher
Period December 2014

Earnings	Amount	Deductions	Amount
Salary	XXXXX.XX	Social Security Contribution	XXX.XX
Total Earnings	XXXXX.XX	Total Deductions	XXXX.XX

- 4 View and Print your pay slip
- 4.3 Click tab "Print Pay slip"

Remark: You can only Log-In at Mahidol University area. You have to print out e-Pay Slip by yourself.

MUIDS "PAY DAY"



มหาวิทยาลัยมหิดล
บัญชีเงินเดือน
e - Payslip Statement



2025





January 28	February 25	March 26	April 25
May 27	June 25	July 25	August 26
September 25	October 28	November 25	December 25

 MUHR
  @muhrconnect
  <https://op.mahidol.ac.th/hr>

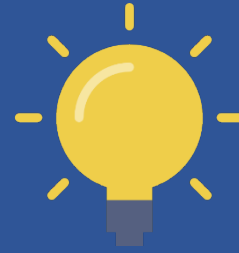
Agenda



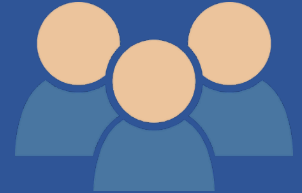
1. Mahidol Account &
E-Pay Slip



2. Working hours and Rules



3. Benefit & Allowances &
Reimbursement



4. Daily Life



Academic Working Hours



The Types of Leave

The Types of Leave

The types of leave with pay for faculty as below:



If you used up all your sick leave and your personal leave, you are generally entitled to unpaid leave.

A leave without pay is to deduct from your monthly salary and housing allowance.

The Types of Leave

The types of leave with pay for faculty as below:



- Teachers are allowed to take sick leave no more than 15 working days per academic year.
- Teachers requesting sick leave are responsible for informing their Head of Department either the evening before, or not later than 6:30 a.m. on the day of absence.
- For illnesses of three consecutive days or more, a medical certificate is required from a qualified physician.
- For cases of serious illness, teachers must produce a doctor's certificate indicating health clearance before returning to school. Hospitalization Sick Leave is 60 days per academic year.

The Types of Leave

The types of leave with pay for faculty as below:



The process for taking a sick leave as follows:

1. Inform the Deputy Director for Academic Services / Head of Department by e-mail.
2. The next day that you come back to work, please fill out the “Appendix 4 Faculty Leave Request” form
3. Submit the form to get an approval from HOD.
4. After got the approval from HOD, please submit to HR department.
5. HR will check your leave record and record in your form and then send it to get an approval from Deputy Director for Academic Services and School Director.

The Types of Leave

The types of leave with pay for faculty as below:



- After 6 months from the first day that teachers report to work, teachers are allowed to have 3 Personal Leave days per academic year.
- Not intended to be extra holidays and may not be used to extend holidays, create long weekends without legitimate cause, add to December/April breaks, or lengthen summer holidays.
- Prior permission from the Deputy Director for Academic Services must be obtained at least 3 working days in advance so that substitution can be arranged.

The Types of Leave

The types of leave with pay for faculty as below:



The process for take a personal leave as follows:

1. Fill out the “Appendix 4 Faculty Leave Request” form.
2. Submit the form to get an approval from HOD.
3. After got the approval from HOD, please submit to HR department.
4. HR will check your leave record and record in your form and then send it to get an approval from Deputy Director for Academic Services and School Director.

The Types of Leave

The types of leave with pay for Faculty as below:



Professional Development leave with pay is 5 days per academic year. This should be filled out “other” leave in the Appendix 4 Faculty Leave Request form

The Types of Leave

The types of leave with pay for Faculty as below:



The process for take a professional development leave as follows:

1. Fill in the form “Appendix 4 Faculty Leave Request”
2. Submit the form to get an approval from HOD.
3. After got the approval from HOD, please submit to HR department.
4. HR will check your leave record and record in your form and then send to get an approval from Deputy Director and School Director.

Appendix 4 Faculty Leave Request

You can request the form at

- Human Resources Office
- Your HOD
- Download by yourself at Teacher HUB. [\(Click\)](#)

Appendix 4 – Faculty Leave Request Form

A faculty member unable to meet a scheduled class for any reason is required to complete this form and submit it to HOD and the Deputy Director for Academic Services. Except in an emergency, the form should reach the office at least two days prior to the absence. *****Note: This form must be submitted to HOD and the Deputy Director for Academic Services the week of the substitution in order for any Part-time and Extra Block Full-time Substitution Log to be verified. Teachers are allowed sick leave of no more than 15 working days per year. Teachers who are absent for 3 or more days must submit a medical certificate from a qualified physician upon return to the school. (See Faculty Handbook p. 60.)**

Name Surname: _____ Mobile Phone _____

From (dd/mm/yy): _____ To (dd/mm/yy): _____

The following arrangements have been made.

Class	Hour	Substitutes	Lesson Plan provided	Lesson Plan not provided

Reason (P) _____ Illness / Injury (15 Days) Total Leave Day (s): _____

_____ Personal (3 Days) Total Leave Day (s): _____

_____ Leave without Pay Total Leave Day (s): _____

_____ Other: _____

_____ Teacher's Signature _____ Date

_____ HOD's Signature _____ Date

Summary Leave Record by Human Resource Department

Sick Leave Used until Present		Days	Note:
Personal Leave Used until Present		Days	Note:
Leave Without Pay Used until Present		Days	Note:
Approved with Pay	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Note:
Checked by HR:			Date:

Approved by: _____ Deputy Director Date _____

Approved by: _____ School Director Date _____

** If you would like to do the cancellation of your leave request, please inform HR, HOD and Deputy Director by sending an e-mail.**

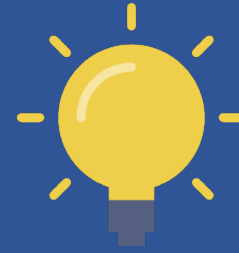
Agenda



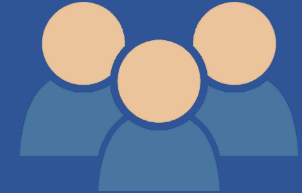
1. Mahidol Account &
E-Pay Slip



2. Working hours and Rules



3. Benefit & Allowances &
Reimbursement



4. Daily Life

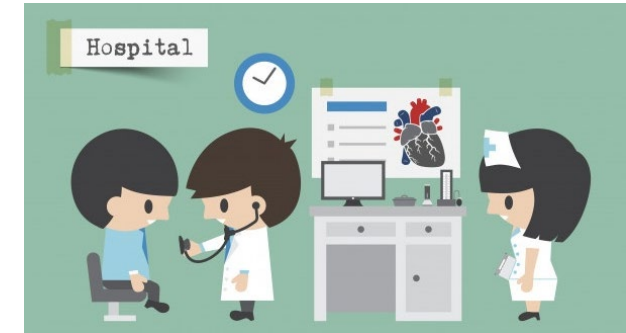


Health Insurance

Health Insurance



OPD: 2,500 baht per 1 time / 1 day
(Not over 30 times per 1 year)



Emergency Accident OPD:
12,000 baht per 1 time per 1 case



General Hospital expenses (Admit)
40,000 baht (Not include Daily room)



Health Insurance

If you are sick and go to see the doctor at the **Public Hospital**.

You are requested to pay in advance. For reimbursement, please submit the required documents to HR as follows:

1. Original receipt
2. Original Medical Certificate



If you are sick and go to see the doctor at the **Private hospital**.

You don't need to pay in advance, you can only show the Muang Thai HealthCare Group Insurance Card with your passport at the registration counter at the hospital.



Please note

1. To pay of any additional cost over the amount of benefit, it is your responsibilities.
2. This insurance card is not covered the medical health check up and dental.
3. If you need more details please contact HR department.



Professional Development Allowance

Professional Development (PD) Allowance

According to Announcement (MUIDS) at 042/2020 Subject: Professional Development Allowance for Certificates and Degrees towards Practitioners in Mahidol University International Demonstration School for MUIDS's Employee ([Follow the link](#)),

The budget for PD is 30,000 baht per one academic year, starting from August to July every year.

Only full-time teacher and the Deputy Director are allowed to apply for the PD budget.

The process for applying for PD allowance as follow:

You must submit the Professional Development Allowance Application Form ([Follow the link](#)) to get an approval from HOD, HR, Deputy Director and School Director before you pay and attend the course. The required documents as follows:

1

1.1 Program/Course/Details of your PD

1.2 Transportations details with the price (approximately)

1.3 Hotel details with the price (approximately)

Professional Development (PD) Allowance

The budget for PD is 30,000 baht per one academic year, starting from August to July every year.

Only full-time teacher and the Deputy Director are allowed to apply for the PD budget.

The process for applying for PD allowance as follow:

2

After you get the approval, HR will let you know by sending an e-mail.

3

After you complete the PD course please submit the documents as follows:

3.1

Professional Development Report Form ([Follow the link](#))

3.2

Original Receipt / MUIDS Unofficial Receipt ([Follow the link](#))

3.3

Certificate

Professional Development (PD) Allowance

The budget for PD is 30,000 baht per one academic year, starting from August to July every year.

Only full-time teacher and the Deputy Director are allowed to apply for the PD budget.

The process for applying for PD allowance as follow:

After you complete the PD course please submit the documents as follows:

3

3.4

Proof of payment. This can either be a credit card statement/list of account activity, a printout of the screenshot for a transfer, if you are using SCB's transfer service or something similar. Because the reimbursement is in Baht, the calculation for the reimbursement will be calculated based on the exchange rate at the time of purchase, regardless of when you end up submitting the receipt. It is needed, as we are audited every year.

Professional Development Allowance For Degrees

Professional Development Allowance for Degrees

- The person who is eligible for the allowance must be **a full-time teacher and deputy director or above only**, has worked under an employment contract until the expiration of 120 days from the commencement date and has been considered **through probationary work**.
- When the allowance has been approved, the eligible person must graduate **the master's degree within 2 years and within 3 years for a doctorate degree**
- The budget of PD for Degrees **is only for registration fee and cannot exceed 30,000 Baht per academic year**. Any amount over 30,000 Baht is borne by the teacher.
- The process of PD for Degrees as follows:

1

You have to get the approval to Continue the Study before you submit the PD for Degrees.

2

Submit the Professional Development Allowance Application Form for Degrees ([Follow the link](#)) and attach with the details of program to get an approval from HOD, HR, Deputy Director and School Director before you pay and attend the course.

Professional Development Allowance for Degrees

3

After you get the approval, HR will let you know by sending an e-mail.

4

After you complete the program please submit the documents as follows:

4.1

Professional Development Report Form ([Follow the link](#))

4.2

Original Receipt / MUIDS Unofficial Receipt ([Follow the link](#))

4.3

Certificate/Transcript

Remark: In the last time of submitting the PD Report (2nd time for Master and 3rd time for Doctoral), you must submit the official certificate and transcript to get reimbursement.

Professional Development Allowance for Degrees

After you complete the program please submit the documents as follows:

4

4.4

Proof of payment. This can either be a credit card statement/list of account activity, a printout of the screenshot for a transfer, if you are using SCB's transfer service or something similar. Because the reimbursement is in Baht, the calculation for the reimbursement will be calculated based on the exchange rate at the time of purchase, regardless of when you end up submitting the receipt. It is needed, as we are audited every year.

Approval to Continue the Study

Continuing Study's Policies For MUIDS's Employee

The employee who graduates and intends to get salary adjustment. The employee who can require for salary adjustment must get an approval for the continue study in advance (according to Continuing Study's Policies for MUIDS's Employee). The salary adjustment will be under the consideration of the School Director. The steps are as follows:

You must submit a Request Form for an Approval to Continue the Study to get an approval from HOD, HR, Deputy Director and School Director **before you pay and attend the course.**

The required documents as follows:

1

1.1

A Request Form for an Approval to Continue the Study ([Follow the link](#))

1.2

Details of the Program

Continuing Study's Policies For MUIDS Employee

2

After you get the approval, HR will let you know by sending an e-mail.

3

3.1

An Application for Approval for the Salary Adjustment after the Study.
([Follow the link](#))

3.2

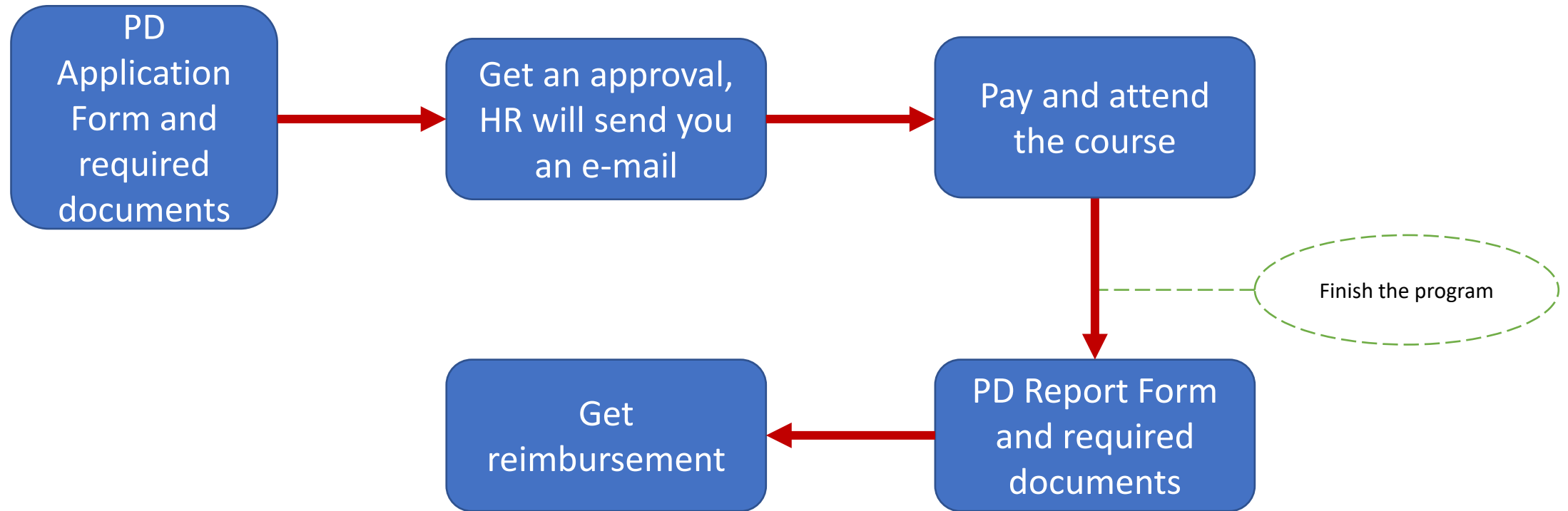
Official Certificate/Degree/Transcript

Please note:

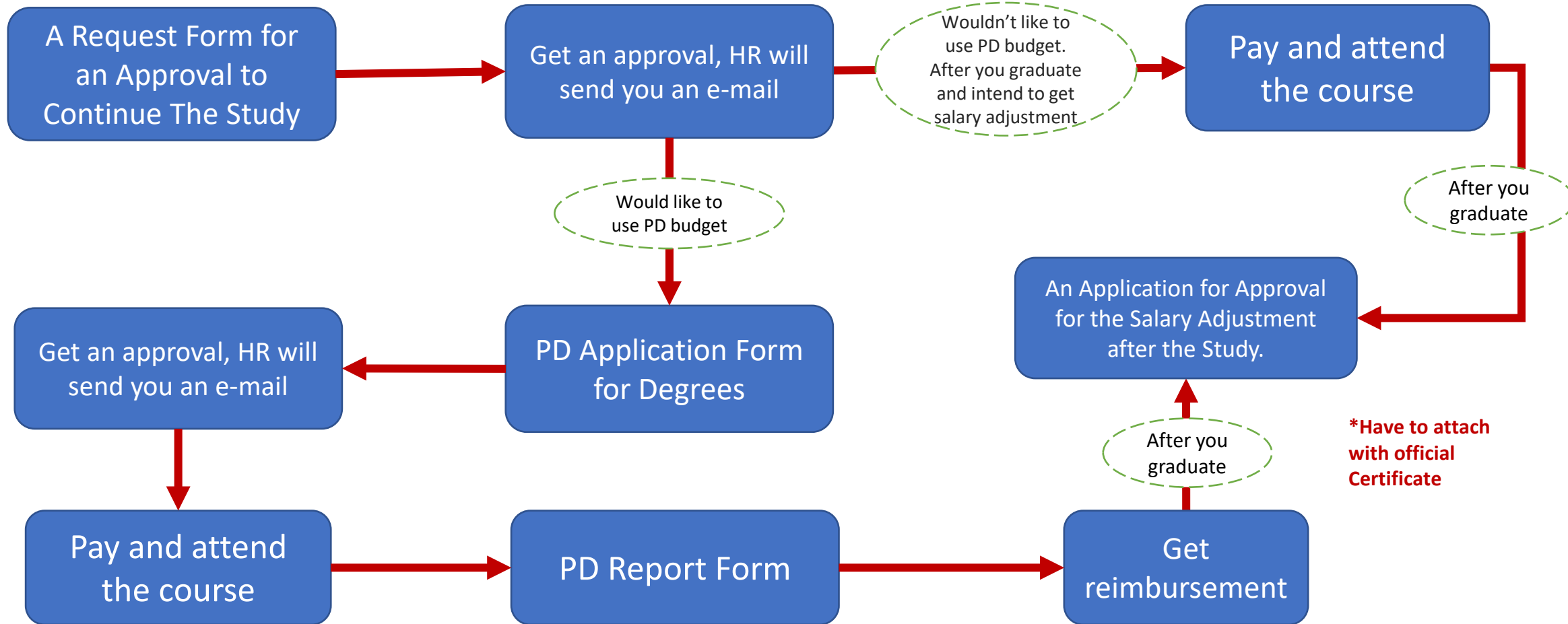
1. Please submit all documents to HR before you pay.
2. You have to get an approve before you pay and attend the course.
3. You have to fill the form and attach the documents every times you will apply for PD.
4. If you do not follow the requirement you will not be reimbursed.

The Process Chart

The process of PD for training/ certificate/ conference/ workshop



The process of Continue The Study



***Remark:**

master's degree within 2 academic years
doctoral degree within 3 academic years

“Foreign Teacher” Airfare Benefit

“Foreign Teacher” Airfare Benefit

1. Hiring from Thailand



**Will only receives
Mid Flight Contract**

2. Hiring from Overseas



- First Time Airfare
- Mid Flight Contract
- End Flight Contract
- Settling in 30,000 Baht

“Foreign Teacher” Airfare Benefit

For **First time Airfare**

2. Hiring from Overseas



Reimbursement Documents

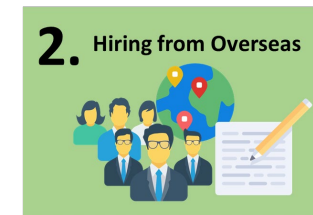
1. Flight Itinerary.
2. Proof of payment/Credit card statement
3. Unofficial receipt form (request at HR).
4. Boarding Card.

Condition:

1. Hiring from Overseas.
2. Flight must fly from the home of record or the last working place.
3. We pay only Economy Class.
4. Actual expense reimbursement.

“Foreign Teacher” Airfare Benefit

For Mid Flight Contract



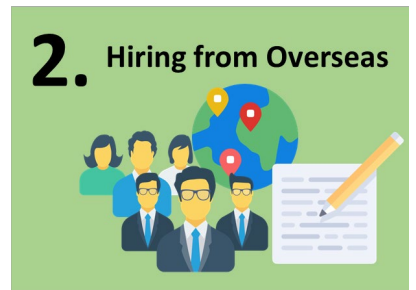
1. Hired as a teacher.
2. Contract for 2 years and work for 1 year during the contract period.
3. Travel during **June - July only**.
4. Submit travel documents within May 31st in person to HR to check before purchase the ticket.
HR will sign in your documents to confirm to buy the ticket.
5. The flight do not layover / stop over more than 12 hours. In case of the flight has a delay more than 12 hours, there must be evidence from the airline only, e.g. an official email from the airline.
6. While waiting to change the flight, the layover / stop over do not leave the airport.
If there is a stamp from the Immigration at the country as you layover / stop over you will not be reimbursed.
7. The school pay only for economy class air ticket. Except insurance fees, seat selection, extra luggage, food or other expenses.
8. If your visa and/or work permit expire between June and August 10, you must renew your visa and/or work permit before you will leave Thailand or must arrive back to Thailand before the date of your visa and/or work permit expire at least 15 days in advance.
9. The purpose of Mid Flight contract is only to travel from Bangkok to your country in the passport.
10. Flight travel must be the same for both legs, in bound and out bound, such as if your home country is America your flight might be Bangkok - Hong Kong - San Francisco. Your return flight will be the same city San Francisco - Hong Kong - Bangkok.
11. If you do not follow our requirement you will not be reimbursed. It will be considered void.

“Foreign Teacher” Airfare Benefit

For **Mid Flight Contract**

Required Documents for Reimbursement

1. Flight Itinerary
2. Proof of payment / Credit card statement
3. Unofficial receipt form ([Click](#))
4. Boarding Card
5. If purchased through Travel Agent, the agent must provide the original receipt only. [Can't print from email](#)
6. Submit required documents (one time only) no later than August 15.
7. The money will be reimbursed to you on September's salary.
8. You have to purchase the ticket and pay only one receipt.
9. If you do not follow our requirement you will not be reimbursed. It will be considered void. You can not save and use mid flight contract for another period of time.



Airfare Benefit

For End Flight Contract



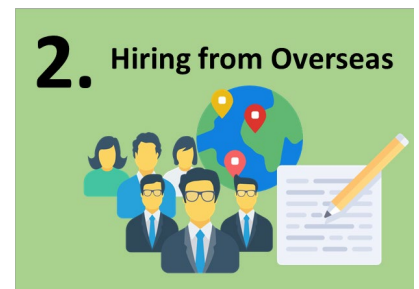
1. Hired as a teacher
2. First hired from abroad
3. End of employment contract and wishing to resign
4. Before leaving the country you must cancel the visa and work permit
5. Fly out of Thailand on July 31 before midnight.
6. Submit travel documents within May 31st in person to HR to check before purchase the ticket. HR will sign in your documents to confirm to buy the ticket.
7. The flight do not layover / stop over more than 12 hours. In case of the flight has a delay more than 12 hours, there must be evidence from the airline only, e.g. an official email from the airline.
8. While waiting to change the flight, do not leave the airport during the layover / stop over.
If there is a stamp from the Immigration at the country as you layover / stop over you will not be reimbursed.
9. The school pay only for economy class air ticket. Except insurance fees, seat selection, extra luggage, food or other expenses.
10. If you do not follow our requirement you will not be reimbursed. It will be considered void.
11. The purpose of End Contract Flight is to return to your hometown from Bangkok to your country in the passport.

Airfare Benefit

For End Flight Contract

Required Documents for Reimbursement

1. Flight Itinerary
2. Proof of payment / Credit card statement
3. Unofficial receipt form (request at HR)
4. If purchased through Travel Agent, the agent must provide the original receipt only. Can't print from email
5. The resignation form
6. Submit documents not later than May 31 (before the semester closes).
7. If the documents are completed, the money will be transferred to you on July's salary.
8. If it is not delivered as specified above, it is considered void.



VISA

Here is your visa expiration date in your passport.
Non Immigrant B visa is very important for foreign employee.

Please mark the expiration date in your calendar.

For visa extension, you are allowed to extend visa 30 days in advance. The Immigration requests the completed “TM.30” form from your Landlord. You will need to contact your landlord to fill out the form for you. HR has responsibilities to provide others support documents for your visa extension.



T.M.6 Form (Arrival Card/ Departure Card)

The T.M.6. form is the arrival/departure card foreigners fill in providing name, passport number, flight number and etc., on their enter and exit from Thailand.

On 1 July 2022, the Thai cabinet announced in the Royal Gazette the cancellation of the Arrival/Departure Card (TM6 card) for travelers coming to Thailand by Air.

Please complete this application form in CAPITAL LETTERS and use only **BLACK** or **BLUE** ink.
กรุณาก่ออกด้วยตัวอักษรภาษาอังกฤษตัวพิมพ์ใหญ่ และด้วยหมึกสีดำหรือสีน้ำเงินเท่านั้น

T.M.6 ตม.6		บัตรขาออก	
THAI IMMIGRATION BUREAU		DEPARTURE CARD	
ชื่อสกุล Family Name			
ชื่อตัวและชื่อรอง First & Middle Name			
วัน-เดือน-ปีเกิด Date of Birth	DD	MM	YYYY
เลขที่หนังสือเดินทาง Passport no.			
สัญชาติ Nationality			
หมายเลขเที่ยวบินหรือพาหนะอื่น Flight no./ Vehicle no.			
ลายมือชื่อ Signature			



BP54806

Visa and Re-Entry Permit Fee

You are required to pay visa extension fee and re-entry permit fee in advance.
You will be reimbursed from Finance and Procurement Department.

E.g. If your visa expire on October 31, 2025, you go to extend your visa at Nakhon Pathom Immigration Office on October 1, 2025.
You will be reimbursed in next month (within November 30, 2025.)

Fee

1. Visa extension fee **1,900** baht per 1 year
2. Single Re-Entry permit fee **1,000** baht per 1 year
3. Multiple Re-Entry permit fee **3,800** baht per 1 year.

Please make sure that you have a plan to travel outside Thailand more than 3 times, if you get the multiple re-entry.

Please note for an appointment on Immigration's day

1. Please inform your Head of Department before you make an appointment with HR.
2. Please make sure that you get completed “TM.30” form with a copy of the house owner’s ID card and house registration and lease agreement from your Landlord before you go to the Immigration Office.
3. Do not forget 2 photos (4x6 cm. or 2 inches)
4. Money (cash only)
5. Passport

Work Permit Fee

You are required to pay for work permit extension fee in advance.
You will be reimbursed from Finance and Procurement Department.

E.g. If your work permit expire on July 31, 2024, then HR go to extend your work permit on June 20, 2024.
You will be reimbursed in next month (within July 31, 2024.)

Fee

1. Work permit application fee **100** baht per 1 year
2. Work permit extension fee **3,000** baht per 1 year

Beware! If your visa or your work permit expire during June and July!!!!

This is very important for your Non Immigrant B visa.

Please make sure with HR before you purchase the airfare ticket to your home country.

If you don't extend visa and work permit before you leave the country or come back to Thailand after your visa expiration date, your Non Immigrant B visa will be cancelled automatically.

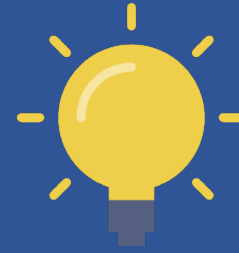
Agenda



1. Mahidol Account &
E-Pay Slip



2. Working hours and Rules



3. Benefit & Allowances &
Reimbursement



4. Daily Life



Personal Income Tax

Personal Income Tax

In Thailand, the revenue department is responsible for taxes on income.

Income tax included corporate income tax and personal income tax, while a corporate income tax is fixed rate, personal income tax is tax on certain level of income. Any person living in Thailand for a cumulative 180 days or more in the calendar year, will be taxable on income from Thailand.

The tax rates for employment income and hire of work are as follows:

Income (THB)	Tax rate%
0-150,000	0%
150,001-300,000	5%
300,001-500,000	10%
500,001-750,000	15%
750,001-1,000,000	20%
1,000,001-2,000,000	25%
2,000,001-5,000,000	30%
5,000,001 and over	35%

How to Renew a Thai Driving License

How to Renew a Thai Driving License

Foreigners driving in Thailand are required to hold a Thai driver's license which come in 2 and 5 year. You can apply for a driver's license at the Department of Land Transport (Chom Phon 1032 Phaholyothin Road, Chatuchak, Bangkok 10900) which is a 10-minute walk from BTS Mo Chit Station or others Department of Land Transport branch such as Khet Taling Chan, Bangkok and Amphoe Sam Phran, Nakohn Pathom.

Working Hours:

They are open from Monday to Friday, between 8:30 AM and 4:30 PM.

How to Renew a Thai Driving License

Documents Required:

1	A original temporary Thai driver's license
2	A passport with Non-Immigrant visa and a photocopy
3	A work permit and a photocopy
4	A certificate letter of address from the applicant's embassy or the Immigration Bureau (Follow the link) the document cannot be older than 30 days
5	A medical certificate (5 diseases form) from clinic or hospital (valid for 1 month)
6	2 photos, size 1x1 inch and not older than 6 months.

How to Renew a Thai Driving License

What you have to do at the Department of Land Transport (Khet Taling Chan):

- 1 Walk-in to get an appointment
- 2 Go to the information counter on the 1st floor and receive a queue number.
- 3 Go to wait at counter No. 4. When your number is called present all your documents to the officer at the counter. The officer will check the documents and will pick the appointment date for you to come again. At counter No. 4, if you do not prepare the documents, the booking appointment will not be provided.
- 4 You should go to renew driving license at least one month before your driving license expires.

How to Renew a Thai Driving License

On the appointment date (Khet Talingchan):

- 1 You must arrive 30 minutes before the appointment time.
- 2 Go to information counter. The officer will give you a queue number.
- 3 Go to wait at counter No. 4. The officer will direct you to the 2nd floor where you have to take physical test (traffic light test, eye test, respond test and alignment test). After that you must go to the 3rd or the 4th floor, they will have you watch the VDO about accident and traffic rules. After you finish watching the VDO, the officer will come and call you. Then they will return all documents to you
- 4 Go to the 1st floor the officer will give you a queue number. You have to wait for them to call your queue.
- 5 You will be asked to pay a fee of 500 baht for which you will be given a receipt and get driving license.

Siam Commercial Bank Credit Card for Foreigners

Siam Commercial Bank Credit Card for Foreigners

You can apply for SCB credit card if you meet these conditions:

1. Primary card applicant must be over 20 years old.
2. Foreigners must earn the minimum monthly income of 100,000 THB.
3. Provide work permit booklet.
4. Provide passport.
5. Provide SCB Bank Book (bank statements for past three months showing salary).
6. Provide a latest month of original salary slip.
7. Provide MUIDS employment letter. Employment letter in Thai is acceptable.

Where can you apply for a credit card:

1. You can submit an application form and required documents at any SCB branch.
2. You can apply at www.scb.co.th/en/personal-banking/cards/credit-cards.html.
An SCB staff member will contact you within five working days.



SCB Call Center 24 hours: [02-777-7777](tel:02-777-7777)

Thank you!

