

Visa & Work Permit Extension

1

TEACHERS' SELF- PREPARATION

- 2 months in advance to prepare yourself
- Appointment schedule to Nakhon Pathom Immigration Office will be notified 2 months in advance
- Submit doctor's certificate to HR
- Prepare work permit extension fee THB3,100 and give to HR

2

DOCUMENTS PREPARATION

- Work permit documents
- Visa documents
- Documents signed by the Vice President for Education

3

WORK PERMIT SUBMIT PROCESS



HR

will submit work permit extension documents **for teachers**

VISA SUBMIT PROCESS



HR and Teacher

go to Nakhonpathom Immigration Office

- Schedule for 10 days
- 8 teachers per day

4

REIMBURSEMENT

Reimbursement will be done within 30 days