



ASIAN INSTITUTE OF TECHNOLOGY

GUIDANCE FOR APPLICANTS OFFERED ADMISSION

(For Applicant's use only)

The offer of admission letter provides details on the study program at AIT, the financial conditions attached to the offer and required documents to be submitted. However, the offer of admission cannot be used for enrolment yet. An applicant is not permitted to enroll and register without the confirmation of admission, which consists of the Certificate of Admission and Visa Letter for a student visa code "ED" to be issued only after the applicant has sent back the following documents, duly signed and certified; Acceptance of Admission, Certificate of Health, Financial Assurance Form, and Financial Acceptance Form or in case of admission with scholarship, the Notice of Financial Support Form, as well as other required documents mentioned in the offer letter. Without the confirmation of admission and particularly without the proper ED visa approval from the Thai Embassy, applicants from outside Thailand must not proceed to Thailand.

BEFORE YOU LEAVE YOUR COUNTRY

a) Passport and Visa

Apply for a passport at once if you do not have one, and make sure it is valid for your entire stay at AIT. Once you have a valid passport, contact the nearest Thai Embassy or Consulate (in person or by letter) and request application forms for a non-immigrant visa for educational purposes (ED) *. Please show the AIT visa request letter and AIT Certificate of Admission as proof of your purpose in coming to Thailand. Some Thai embassies may also request you to show the AIT offer letter. You must apply for a non-immigrant visa (code "ED"); please DO NOT APPLY for a tourist visa. Submit your passport with your visa application to the Thai Embassy or Consulate as soon as possible so that it can be processed in time.

You must travel to Thailand on a valid passport, if your passport is not in order, you will be sent home immediately. AIT cannot, under any circumstances, assist you at the airport if your documents are not valid. All applicants are requested to have Personal or Ordinary Passport (not the Official Passport or Diplomat Passport) when applying for "Educational Visa (ED)" from Thailand Embassy in your home country to study at AIT.

* In case of incoming students from Europe, Afghanistan, Bangladesh, Cambodia, China, Mongolia, Pakistan, Sri Lanka, Vietnam and some African countries, the visa authorization letter will be issued by the Ministry of Foreign Affairs (MOFA) of Thailand, not by AIT, and dispatched to the respective Royal Thai Embassy or Consulate via diplomatic channel. The visa authorization will normally be approved 2-3 weeks after issuance of the Certificate of Admission.

b) Medical Report

You must submit satisfactory physical and mental health report, prepared by a qualified physician, and written in English. Please use the Certificate of Health or Student Medical Report Form. Making false statements or concealing information in connection with the medical report will make you liable for all expenses incurred in the treatment of the problems concerned and also risk dismissal from the Institute.

ARRIVAL FROM THE AIRPORT

The AIT Student Union (SU) normally sends AIT student representatives to meet incoming new students at the arrival area of the international airport in Bangkok and arrange for travel to AIT during the arrival period before the semester starts. Please e-mail your flight arrival details to suaccom.ait@gmail.com and supresident@ait.asia

Public bus transports, taxis and airport limousines are also available from the airport to AIT. In case the SU representatives are not around you are advised to take an airport taxi to AIT. Fare ranges from Baht 500 to 800 for airport taxi. Travel from the airport to AIT is about one hour. Please inform the airport booking counter or the Taxi driver to go to "AIT-Thammasat, Rangsit". For the AIT location map, please visit the AIT website at URL: <http://www.ait.asia/about/contact/>

ARRIVAL AT AIT

Please contact the Accommodation Office (AO) immediately after arrival at AIT campus. Please show a copy of the Offer Letter and Certificate of Admission to AO staff. In case you arrived after 12:00 pm (24:00 hrs) in the evening, please ask the AIT security guards to bring you to the AIT Conference Center (AITCC) where temporary accommodation for the evening can be secured. One night rent at AITCC Main Wing is about Baht 1,200 for single bed or about Baht 1,400 for double bed (with 25% discount for students, VAT included but no breakfast). Note that prices at AITCC are subject to change.

Medical Insurance Fee

All new students are required to take compulsory standard medical insurance. The standard plan covers certain costs of hospitalization, outpatient treatment, dental and personal accident but not major medical expenses. Approximately **Baht 1,090** is the initial premium for the August semester Intake (for 5 months), to be renewed in January semester of the following year; for students studying in January and August semesters, the annual premium is approximately **Baht 2,599**. Students who have existing medical plans can submit a waiver request and show proof of insurance before the start of premium year. Students receiving AIT scholarships must consult the Admissions and Scholarships unit if their donors have provision for such. The Institute accepts no responsibility for any medical expense on or off campus in the case of student's spouses, children or other relatives. Please contact the Admissions and Scholarships unit for the Medical Insurance Application Form. Students who may want upgraded benefits may avail of other options provided by the insurance company at additional costs. A table on the options for upgraded benefits is also available at the Admissions and Scholarships unit.

Student Union Fee

All students are each charged **Baht 150** per semester as contribution to the Student Union and Student Welfare Fund. Please pay to the AIT Finance Department after arrival.

Visa Extension Fee

The Institute will renew the visa for all non-Thai students who arrived with non-immigrant ED visa about 2 months after arrival. Please contact the AIT Government Relations Unit (GRU) for passport and visa. The visa renewal fee is **Baht 2,000** per year.

Accommodation

All incoming students are encouraged to reside on or near the Institute's campus to benefit from the experience of international living. However, on-campus accommodation is limited. When accommodation is not available on-campus you may choose to live off-campus. If you need assistance to arrange off-campus accommodation, please contact the Accommodation Office. Students who want to reside off-campus must request permission from their School Dean and the Head of Students Office.

Students, who are married and wish to bring their families to AIT, need to submit a copy of marriage certificate or evidence to support the marital status and copy of passport. **PLEASE BE ADVISED THAT NO SPOUSE OR FAMILY MEMBER IS ALLOWED ON-CAMPUS ACCOMMODATION UNTIL AVAILABILITY OF MARRIED UNIT HAS BEEN CONFIRMED IN WRITING BY THE ACCOMMODATION OFFICE.** Please also note that under Thai Immigration Laws, no dependents of Non-Thai AIT students are permitted to work outside AIT under a dependent (Category O) visa.

On-campus accommodation rent is charged on a monthly basis to be paid at the beginning of each month. Deposit equivalent to one month standard rent is also charged at the beginning of the first month of study and will be refunded in full or partial amount after submission of financial clearance from campus accommodation obligations. For further inquiries, please contact the Accommodation Office at: E-mail: accommodation@ait.ac.th

Children's Education

The AIT International School teaches children up to grade 6. Students' children will, however, be admitted only if the concerned parent has a written permission for the children to be with him/her on campus, and if class seats, particularly for children needing special English language help are available. For more details please visit their website at URL: <http://www.aitis.ait.asia/>

Climate

Remember that the climate of Thailand is generally hot and humid. The hottest months are March and April, and the rainy season is from May to October.

FOR ALL STUDENTS

1. The conditions of the offer of admission are not negotiable and can not be changed after your enrollment at AIT.
2. **Students on AIT Scholarship** must note that the conditions of the award are not negotiable. The scholarship bursary is only a contribution towards the cost of books, food and miscellaneous expenses. Thus, some students may find it necessary to supplement this allowance from their own funds. The bursary is provided about 2 weeks after registration. Scholarship recipients are therefore, advised to bring advanced personal funds of at least US\$ 200 to cover the first 2 weeks and the cost of opening a bank account at the local bank on campus.
3. **Students on other funding categories (Self-Support, Externally Supported/Sponsored)**
 - (a) The certified and signed Financial Assurance Form with additional certification or evidence of financial support and also signed Academic and Financial Acceptance Form must be submitted to AIT as part of the documents required for enrollment. You will not be allowed to register for enrolment if these documents are missing.
 - (b) In accepting the offer, the first semester fees must be paid prior to your arrival at AIT. The deadline for advanced payment is during the orientation day or the first day of the semester, otherwise registration will not be allowed. Late payment is subject to a 1.5% per month interest penalty. Tuition and fees are charged per semester and fixed in Thai currency (Baht). However, for convenience payment can also be made in US Dollars at a rate that is quoted in advance for each semester and valid for the duration of that semester. Though the amount in Thai Baht is fixed during the duration of the study program, the equivalent amount in US Dollars may change in subsequent semesters. Students are free to choose to pay in either currency.

With regard to bank remittance or bank transfer, please indicate the details in the bank advice to facilitate identification of the payment purpose so that it can be recorded immediately in the AIT accounting system. Please visit the AIT admissions website for updates or announcements on payment policies and study fees.

For further enquiry on payment, you may also contact at AIT Finance Dept. tel. no. (66-2) 524-5055 (E-mail: prateep@ait.asia).

4. Opening a Bank Account

The bank is located at the entrance of AIT, **Kasikorn Bank**. A minimum fee deposit of about Baht 500 is required to open a bank account and another Baht 300 for an ATM card.