

VISA SYSTEM MANUAL (Request for a Visa Document - Student)

Website: <http://visa.inter.chula.ac.th>

1. How to access the system

1.1 Login with your Username and Password



Input your Username and Password and click "LOGIN"

1.2 Create an account for new user



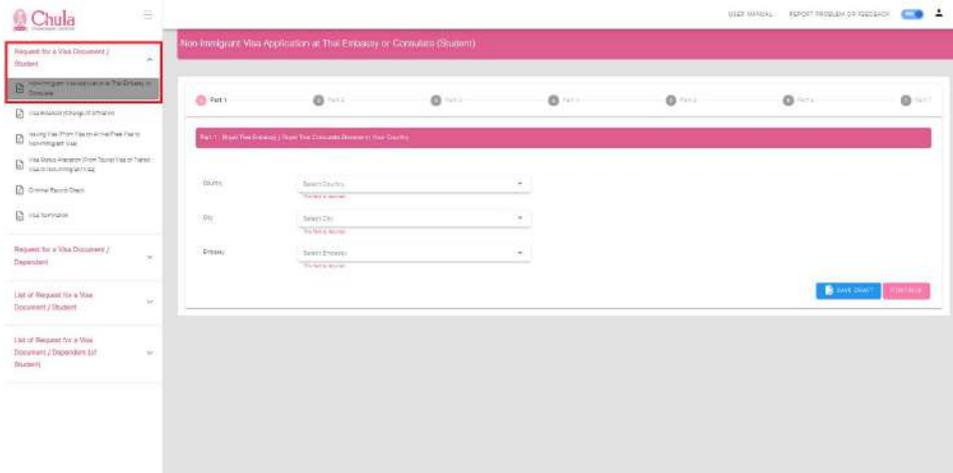
Click "REGISTER"



Fill out the information and click "SUBMIT"

2. Request for a Visa Document / Student

2.1 Select Non-Immigrant Visa Application at Thai Embassy or Consulate



Request for a Visa Document / Student

Non-Immigrant Visa Application at Thai Embassy or Consulate (Student)

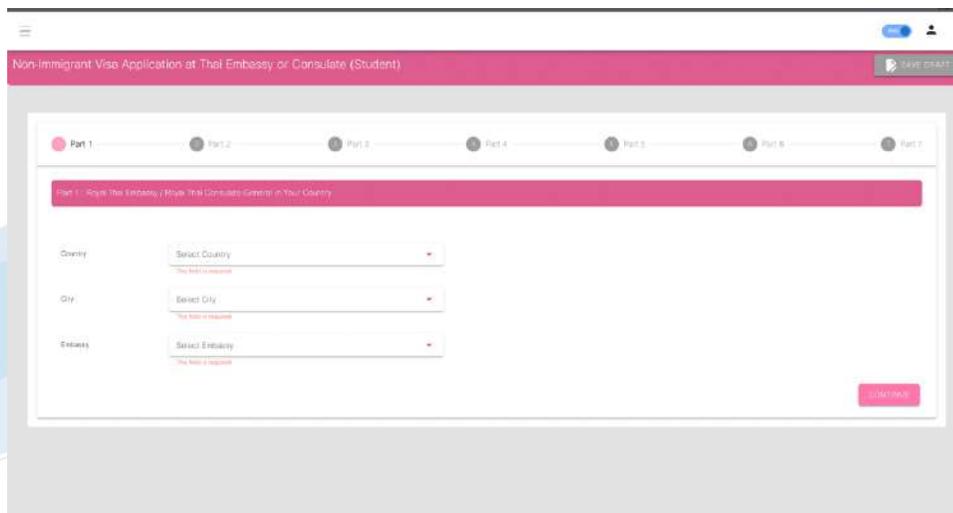
Part 1: Select the Embassy / Consulate Office in Your Country

Country:

City:

Embassy:

SAVE DRAFT CONTINUE



Non-Immigrant Visa Application at Thai Embassy or Consulate (Student)

Part 1: Apply the Embassy / Consulate Office in Your Country

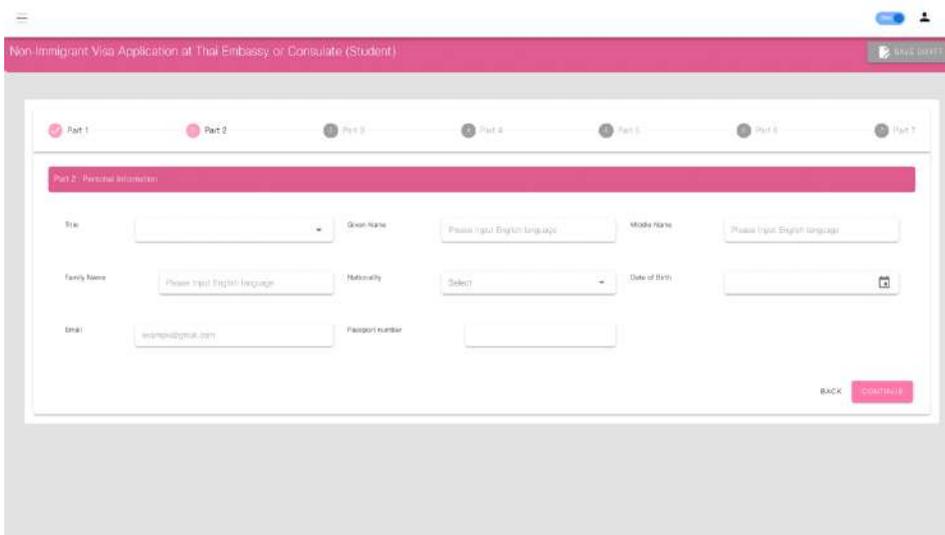
Country:

City:

Embassy:

CONTINUE

PART 1: Select the Country, City and Thai Embassy where you will be applying for the Visa and then click "CONTINUE"



Non-Immigrant Visa Application at Thai Embassy or Consulate (Student)

Part 2: Personal Information

Title:

Given Name:

Middle Name:

Family Name:

Nationality:

Date of Birth:

Email:

Passport number:

BACK CONTINUE

PART 2: Fill out your personal information and then click "CONTINUE"

Request for a Visa Document / Student

Non-Immigrant Visa Application at Thai Embassy or Consulate (Student)

Part 4: Education Information

Student Last: Affiliation:

Student First: Faculty:

Program Name:

Term:

BACK

PART 4: Fill out your Education Information and then click "CONTINUE"

** Remark: Chulalongkorn Business School students please select "Faculty of Commerce and Accountancy" in the Affiliation field*

Request for a Visa Document / Student

Non-Immigrant Visa Application at Thai Embassy or Consulate (Student)

Part 5: Supporting Documents

Passport Bio Information Page:

Certificate of Admission from the Faculty:

Certificate of Registration:

BACK

PART 5: Upload Supporting Documents and then click "CONTINUE"

*(*Remark: Please upload the files in .PDF format. After choosing the file, you have to click "Upload" to upload the document)*

Request for a Visa Document / Student

Non-Immigrant Visa Application at Thai Embassy or Consulate (Student)

Part 7: Program Quarterly Contact

Full Name: Tel: Email:

Program Name:

BACK

PART 6 and PART 7: It is the information for the admin, please leave it blank and click "SUBMIT" and then your request will be sent.

3. Check your request's status

3.1 Select "List of Request for a Visa Document / Student" and choose "Non-Immigrant Visa Application at the Thai Embassy or Consulate" and your request with the status will show up.

**Remark: (The process of issuing the document may take up to 7 working days)*

The screenshot shows the Chula University website interface. On the left, there is a sidebar menu with the following items:

- Request for a Visa Document / Student
- Request for a Visa Document / Dependent
- List of Request for a Visa Document / Student
- Non-Immigrant Visa Application at the Embassy or Consulate**
- Visa Renewal/Change of Affiliation
- Apply Visa From an Actual Visa (Non-Immigrant Visa)
- Visa Status Extension From Tourist Visa to Thailand (Visa to Non-Immigrant Visa)
- Printed Record Sheet
- Visa Termination
- List of Request for a Visa Document / Dependent (if Student)

The main content area shows the selected page: "Non-Immigrant Visa Application at the Embassy or Consulate (Student)". Below this, there is a search bar with "All" selected. A table with the following columns is displayed:

No.	Name of student/Staff	Created At	Status	Action
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At the bottom of the table, there is a "Refresh page" button and pagination controls showing "1" of "1" items.



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CHULALONGKORN BUSINESS SCHOOL