



**SECTION I.** Subjected by \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ SAP ID \_\_\_\_\_

Categories  Foreign Resident  Foreign Fellow  Elective Trainee  
 Foreign Staff / Researcher  Short Course Attendees  \_\_\_\_\_

Department/Division/Unit \_\_\_\_\_

Contact Info (ex. Building /Floor/Room No.) \_\_\_\_\_

Phone No. \_\_\_\_\_

Document Collected by  myself  Other recipients (Name) \_\_\_\_\_ TEL. \_\_\_\_\_

**SECTION II.** Requested Document (s)

The following services are currently available to foreign students and staff in Faculty of Medicine Siriraj Hospital

*(A.) Visa Matter*

*For Foreign Trainee / Staff*

- Cooperative Letter for Visa Application (for those who has Thailand's Visa on Arrival – ๙.30 / ๙.90)
- Cooperative Letter for Change of Visa Type (for those who has Transit Visa or Tourist Visa)
- Cooperative Letter for Visa Extension (for those who has Non-Immigrant Visa “ED”/ “B”/ “F”/ “RS”)
- Cooperative Letter for Visa Cancellation (for those who has Non-Immigrant Visa “ED”/ “B”/ “F”/ “RS”)

*For Accompanying spouse or family members*

- Cooperative Letter for Visa Application (for those who has Thailand's Visa on Arrival – ๙.30 / ๙.90)
- Cooperative Letter for Change of Visa Type (for those who has Transit Visa or Tourist Visa)
- Cooperative Letter for Visa Extension (for those who already has Non-Immigrant “O”)

*(B.) Banking Service*

*For Long- stay Foreign Trainee and Foreign Staff only*

- Non-Resident Bank Account Opening Letter (in Thai Baht only)

*(C.) Work Permit*

*For Foreign Staff only*

- Work Permit Issuance  Work Permit Extension  Work Permit Cancellation

*(D.) Taxation*

*For Foreign Staff only*

- Taxation ID Issuance

*(D.) Other request* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SECTION III.	
Requested by	Authorized by (Authority of Dept. or Division)
Signature :	Signature :
Name :	Name :
Position :	Position :

Approved by

\_\_\_\_\_  
Prof. Thawatchai Akaraviputh  
Deputy Dean for International Relations

Document Collected by

Sign \_\_\_\_\_ Date \_\_\_\_\_