



# WELCOME TO SUT

## INTERNATIONAL STUDENTS

### **Suranaree University of Technology - SUT**

Thailand's first autonomous public university and located in Nakhon Ratchasima Province, about 260 kilometers northeast of Bangkok, is a science and technology oriented university aiming at researching, adapting, transferring and developing technology for the sustainable development of society. SUT is site of the National Synchrotron Research Center.

**REGISTRATION**

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**EMERGENCY**

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### **CIA OFFICE**

ACADEMIC BUILDING II

<http://cia.sut.ac.th/>

TEL. 044-224143

044-224145

FAX. 044-224140

Facebook: CIA SUT

# Registration & Meeting Adviser

## →. REGISTRATION & BRIEF ORIENTATION:

**C**IA staff will assist you with registration. You will be informed about the date and time of registration. A brief introduction / orientation and a campus tour will also be arranged for new students.



## →. MEETING ADVISER:

- **I**f it is not possible to inform each student of the date and time to meet with her/ his adviser in advance by email then we will inform students of this upon arrival.

- **O**nce a student is informed of the date and time, a driver / student volunteer / staff member will meet the student at the lobby of Sura1 to take him/her to meet with the adviser at building C or C2.

## ACCOMMODATION:

**On campus: Surasammanakhan 2 (Sura 2 in short)** serves as accommodation for graduate students, both local and international.

<http://web.sut.ac.th/shsc/thaiHomepage.htm>

Regular room with air conditioner (for twin occupancy) :  
The rent per month is 4,300 Baht.\* (including water but excluding electricity bill).  
It is a furnished room with an air conditioner, a refrigerator and a television.  
A maximum of two students can share a room.  
There is a big demand for Sura 2 rooms while there are not enough rooms for all.



**Please note: We arrange rooms at Sura 2 for new students on a first come first serve basis.**  
**Each student will be requested to stay at Sura 2 for at least three months and pay a deposit of 5,000 Baht as damage insurance at the first rent. This money will be returned when the contract ends.**

**Surasammanakhan main building (Sura 1):** The regular rate for double occupancy at Sura 1 is 800 Baht/day. Since there is a shortage of rooms at Sura 2, University permits Sura 1 to rent some rooms to new students at a special monthly rate of 10,000 Baht, for a maximum of 4 months. There is also a damage deposit of 5,000 Baht. Only two students will be allowed to share a room at Sura 1. Once a room becomes available at Sura 2, students on the waiting list will be informed to move to Sura 2, on a first come first serve basis as well.

**Off campus:** There are various apartments, dorms or houses for rent off campus. It is recommended that students who wish to stay off campus have their own transportation.

**Bicycles and motorcycles are the most convenient ways of getting around and are not difficult to buy. There are a few bicycle shops around campus.**

## Food:

**Krua Sura (Surasammanakhan Restaurant):** open until 21.00 hrs.

They serve breakfast, lunch, and dinner.

**Seven-Eleven:** the 24 hour convenience store of which there are two outlets on campus.

The first one is located in the Technopolis area, opposite to Surasammanakhan. The other outlet is located next to the undergraduate student dorms, far away from Surasammanakhan.

### Food shops around University

**University front gate:** It takes about 15 minutes to walk from Surasammanakhan to the SUT front gate, where you may find plenty of food and fruit vendors. This is highly recommended if you enjoy walking.

**University Gates 3 & 4:** There are many food shops in these areas. However, these are located far away from Surasammankahan and the academic zone, so even if you enjoy walking, you may find the distance a bit too far.



**SUT Green Shuttle Bus:** They provide service from 07.00-20.00 hrs. Circle around the campus route every day and it free for all student.



**Bicycle for borrow:** Student can borrow a bicycle from Transportation Department

#### How to borrow & Regulation:

1. Prepare your copy of student ID card
2. Go to Transportation Department, the building at bus station 2nd floor
3. Fill in the form and pick one bicycle
4. Borrow 7 days a time, return, check and borrow again
5. If the bicycle broken or any part damaged, SUT will deduct money from your 6,000 Baht general insurance deposit as a fine
6. The bicycle is to be used inside the campus area only
7. Please taking a good care of the bicycle

## BANK AND BOOK STORE

There are two bank outlets located at Surapat 1 Building, opposite to Surasammanakhan and near the Seven-Eleven store.

**Siam Commercial Bank (SCB)** and **Krungthai Bank (KTB)**, have branches on campus, open from Monday to Friday (08.30 am.- 15.30 pm.) except on public holidays. There are also ATMs of the two banks in the same building. There are also ATM of many banks: Bangkok Bank (BBL), Krung Thai Bank, Siam Commercial Bank and Thai Farmer's Bank (K bank) at different spots on campus (Administrative Building – (building A), Classroom building- (building B), and Academic Building (building C), and also near the Police and Security Office at the University front gate.



**MEDICAL SERVICE:** The SUT Hospital is located close to Gate 2 and provides a wide range of general medical services and emergency medical service 24 hours a day. Please note that while all students are covered by the basic Life/Health/Accident Insurance of Thai Insurance Co, this service pays for outpatient service at the hospital only. Students who are admitted to the hospital as inpatients will need to pay for the hospital service.

In case of serious sickness or accident, a student may/will be transferred to a hospital in town. As the expenses incurred are not covered by the above mentioned insurance, the student will have pay for all expenses.

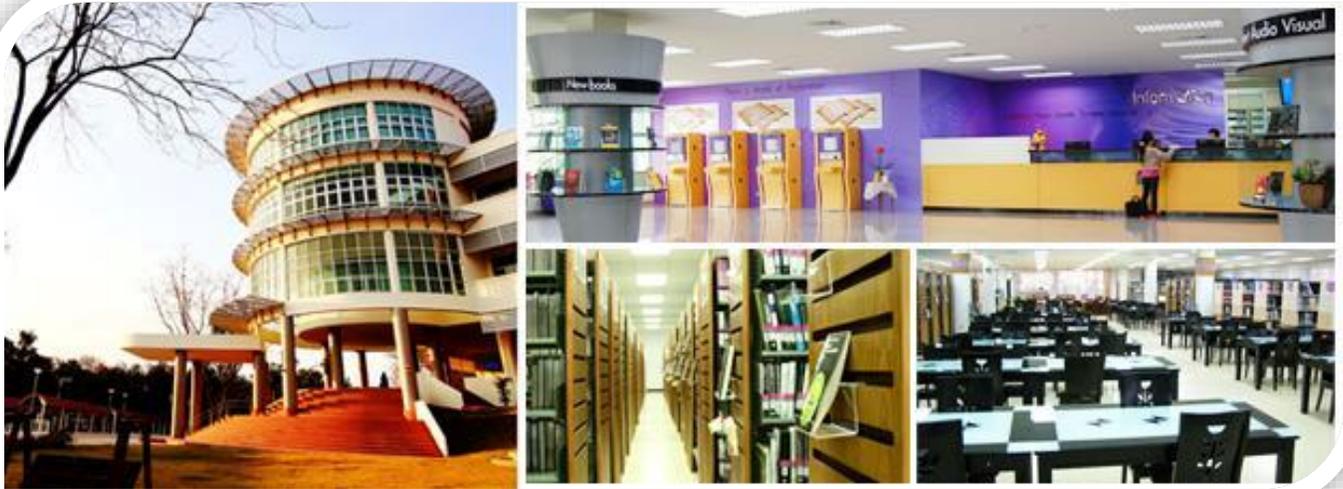
**It is, therefore, strongly recommended that all international students purchase comprehensive health insurance which is valid in Thailand.**

In case of emergency, especially at night, please contact the Sura 1 front office to call the ambulance from the SUT Hospital.

**Off-Campus Hospitals** There are several hospitals in town providing international standard medical services. The service charge varies. Bangkok Ratchasima Hospital (BIH) which is the first class is also the most expensive.

List of Hospitals in the town of Nakhon Ratchasima:

- Suranaree Military Hospital: 0 4427 3370-3375
- Por. Phaet: 0 4424 5548, 0 4425 1070
- Korat Memorial: 0 4424 2662
- Mother & Children Hospital: 044 291677
- Saint Mary: 0 4424 2385, 0 4427 1626
- Maharaj NKR: 0 4425 4990-4999, 0 4425 5996
- Bangkok Ratchasima Hospital (BIH) 0 4426 2000



### **SUT LIBRARY:**

open daily, Monday-Friday 08.00-20.00 hrs. And Saturday-Sunday 09.00-17.00 hrs.

**New students are recommended to become members.** Closed on public holidays.



### **DIVISION of ACCOUNTING and FINANCING:**

Located at building A (Administrative Building),  
open from Monday-Friday, 08.30-16.30 hrs. Closed  
on Saturday & Sunday and public holidays.

### **On-Off Campus Phone Service:**

**On campus:** you need to dial 7 when you call to any campus number from Surasammanakhan e.g.

Emergency: 7 3346, 7 3344, 7 1234, 7 4567,  
Police Kiosk 7 3345

**Off campus:** you need to dial 0 4422 when you call to any SUT number from outside campus e.g.

Emergency : 0 4422+ (3346, 3344, 4567)  
Police Kiosk 7 3345



# Center for International Affairs

## Contact Persons at the Center for International Affairs (CIA):

The CIA office is located at Academic Building 2 (building C 2), ground floor.

You may drop by for services such as:

### Visa Extension:

Ms. Hataikan Tongjareon (Pee Tee), phone: 4145

### Other non-academic services:

Ms. Mantana Thayatham (Paa Pin), phone no: 4143

Ms. Hataikan Tongjareon (Pee Tee), phone: 4145

## Transportation Reservation:

### To NKR Immigration Office:

- Due to the University's energy saving policy, transportation to the Immigration Office at Dankwian, Nakhon Ratchasima, is made **available on Wednesdays only**. The van leaves from Sura 1 front entrance every Wednesday at 9.00hrs. International students who cannot come on Wednesday will be responsible for their own transportation.

- To save time and for convenience, international students can register online to book a seat on the van at the site <http://cia.sut.ac.th/Transportation/showim.php>. **Bookings close at 14.30 hrs. Every Tuesday** (before the Wednesday of travel). Please call 4145 if you have any queries.

- There is no service on public holidays. **In case any Wednesday is a public holiday, transportation will be made available on Thursday, the following day.**

**To Bangkok:** For your work or study related matters/business, a staff of CIA or your School will book a seat in the University pool van upon your request. Your seat needs to be booked **at least 3 days in advance**.

The van leaves SUT at 05.00 hrs. (Mon-Fri). International students can be picked up at the Sura 1 entrance upon request, at 04.45 hrs. On the way back from Bangkok, the van leaves the SUT Bangkok office at approx. 15.00 hrs. of the same day. (No van service on public holidays).

**Please contact Ms. Hataikan (Pee Tee), at CIA office Phone no.4145 [hataikan@sut.ac.th](mailto:hataikan@sut.ac.th)**

**In case of emergency**, please feel free to contact

Ms. Mantana Thayatham (Paa Pin) at the following numbers:

Day: Office No. : 4143, Mobile Ph. No.: +66 (0)95 -779 3345

Night: Home No.: 5874, Mobile Ph. No.: +66 (0)95 -779 3345

Miss Hataikan Tongjareon (Pee Tee)

Office no. 044 224145

Mobile. 0857753532

**Hope you enjoy your new life as SUT Student.**

## ADDITIONAL INFORMATION

### I. Visa Regulations

**Please note the following three important regulations about your visa:**

1. You must apply for a visa extension BEFORE the date your visa expires. This application must be done in person at the Nakhon Ratchasima Immigration Office.
2. Whenever you leave Thailand, whether by land or by air, your visa will automatically become invalid. In order to be able to return to Thailand, you must apply for a re-entry permit at the Immigration office BEFORE leaving Thailand.
3. You must report to the Immigration Office every 90 days, counting from the day you have entered Thailand.

NO.	Document items	Where to obtain
1.	A letter of request for visa extension from the University (letter from University to Immigration Office)	The Center for International Affairs (CIA) (Collect Document no. 2-3-4-6 and submit at CIA, then you will get the letter within 3-7 days)
2.	Certification of student status letter (Thai)	The Center for Education Services (Request online at reg.sut.ac.th)
3.	Transcripts (English)	The Center for Education Services (Request online at reg.sut.ac.th)
4.	A copy of passport (all pages)	Your Passport
5.	Application form for visa extension (Application for extension of temporary stay in the Kingdom – TM.7 Visa fee 1,900 THB)	The Center for International Affairs (or you can download at <a href="http://www.immigration.go.th/nov2004/en/base.php?page=download">http://www.immigration.go.th/nov2004/en/base.php?page=download</a> )
6.	- House registration certificate (Photo copy) - Identification Card of the house/apartment owner which is the same name to the House registration certificate (Photo copy) - Contract of the rent	Owner of your residence/House/Apartment or Surasammanakhan Front Desk

**Visa Renewal:** The following documents will need to be submitted with your visa application:

**Procedure:**

1. Bring documents No.2, 3 and 4 to the Center for International Affairs.
2. The Center for International Affairs will prepare document No.1 for you.
3. Bring documents No.1, 2, 3, 4, 5 and 6 to the Immigration Office to apply for visa extension.

**Re-entry Permit (TM.8 Form):** There are single re-entry permits (1,000 Baht) and multiple re-entry permits (3,900 Baht). You may apply for a re-entry together with your application for a visa extension, so that document No.8 is required, or at any other time.

**90-days Report (TM. 47 Form):** Do not forget to do your 90 days report at Immigration Office (every 90 days plus/minus 7 days). If you forget to do this, you will be fined 2000 Baht, and there will be an extra fine for every extra day.

**(All forms can be downloaded from the Immigration Bureau website: [www.immigration.go.th](http://www.immigration.go.th))**

**Note:** The above information is correct to our best knowledge. Immigration rules may change, however, at any time without prior announcement.

## II. Local Transportation Services in Nakhon Ratchasima (Korat)

### Taxis:

#### - Private Taxis at SUT:

You may call the following numbers to arrange for transportation by private taxi.

Khun Sakorn: Ph. No.: 0854962335

Khun Ji: Ph. No.: 0828736142

The one-way fare from SUT to Korat city is approx. 300 Baht. The two-way fare from SUT to the Immigration Office is approx. 400-500 Baht



- **Metered Taxi in Korat.** Located at the Korat New Bus Terminal, a metered taxi service is available in the town of Korat. The call center phone numbers are: 044 370 998, 044 370 999, 086-8786888. Since the university is located out of town, the taxi will not use its meter when taking passengers to or from SUT. Instead, the fare must be negotiated with the driver before boarding. A reasonable charge from the bus terminal to Surasammanakhan is approx. 200-250 Baht. (Naturally, the charge to SUT varies with the distance traveled).

- **Tuk-Tuks.** This is a motorized tricycle, which is popular in Thailand. The fare must also be negotiated with the driver before boarding. The usual rate for a trip from the bus and train stations to SUT is fairly high - approximately Baht 250 and 200, respectively.

- **Not all taxi drivers speak English, and it may be useful to show the address of the destination written in Thai to the driver. The University's address is**

สุรธรรมนาคร (จากประตูหน้าตรงมา เลี้ยวซ้ายที่แยกเสาชางชาติ)

มหาวิทยาลัยเทคโนโลยีสุรนารี (มทส.)

111 ถนนมหาวิทยาลัย

ตำบลสุรนารี อำเภอเมือง จังหวัดนครราชสีมา

**เบอร์โทรติดต่อ 044-224880**

(ถนนนครราชสีมา-ปักธงชัย เลยกองบินประมาณ 200 เมตร แล้วเลี้ยวขวาเข้าถนนมหาวิทยาลัยไปอีกประมาณ 5 กม.)

**Buses:** There are two non-air conditioned minibus routes (modified pick-up trucks called “Song Taew” in Thai) connecting the city of NKR and the University.

1. **Song Taew route 14:** (green and white color): runs from the Nakhon Ratchasima Rajamangala University through downtown to SUT. The fare is 15 Baht. Buses operate approximately every 15-30 minutes. The last bus from downtown leaves the bus station at 20.00 hrs, while the last bus to downtown leaves SUT at approx. 19.45 hrs.

2. **Song Taew route 17** (white with purple and pink stripes): runs from the NKR New Bus Station to SUT. It passes by “The Mall”, Lotus and Big C which are popular department stores in the city. The fare is 15 Baht. The last bus from downtown to SUT leaves the bus station at 20.00 hrs. and the last bus to downtown leaves SUT at approx. 19.00 hrs.

When returning from downtown to SUT, it may be useful to verify with the bus driver that you are boarding the correct bus by showing this word – **มทส. or asking “Moh-Toh-Soh”**, the abbreviation of SUT in Thai. In general, it may be useful to show the driver the address of your destination written in Thai.

**\*Please note:** During term breaks, the Song Taew buses may run infrequently. To play it safe and not miss the bus, avoid catching the last bus of the day.

**\*Please note:** NKR is used as a short form of Nakhon Ratchasima only in this printed materials. NKR is more popularly known as Korat.

### III: TRAVEL INFORMATION

## From Bangkok to Nakhon Ratchasima (Korat)

### 1. By Bus:

#### 1.1 From Bangkok to Nakhon Ratchasima new Bus Station:

There are three bus companies operating regular bus service on bus route 21 between Bangkok and Nakhon Ratchasima. The buses leave from Bangkok's Northeastern Bus Terminal (also called Morchit Mai Bus Station, หมอชิตใหม่ - กำแพงเพชร 2) to arrive at Nakhon Ratchasima New Bus Station (สถานีขนส่งนครราชสีมาใหม่)

In Bangkok, tickets are sold at booths 41 & 49 (Rachasima Tour Co.), 50 (Suranaree Air Co.), 52-53 (Air Korat Pattana Co.) on the second floor of the terminal building. Please note the bus number signs are in blue which is the sign of first class air conditioned bus companies.

Buses of these three companies leave from different platforms on the bus station's ground floor:

Platforms No. 72, 74: Rachasima Tour buses.

Platform No. 76: Suranaree Air buses

Platform No. 77, 79 Air Korat Pattana

The air conditioned bus fare is approx. 209 Baht one-way, while two-way tickets are approx. 398 Baht, and the bus fare may vary slightly among the different companies. Please buy a ticket to get off at the NKR New Bus Station (บขส.ใหม่ Boh-Koh-Soh-Mai, in Thai) where you can easily transfer to either taxi or local bus to SUT.

**It is the law that bus passenger fasten the seatbelts while on board a bus.**

**1.2 Bangkok Suvannabhumi Airport Transportation to NKR new Bus Station:** There is one daily bus from the airport to the Province of Nongkhai, which passes through NKR bus station. The bus leaves the airport's Transportation Center at 21.00, and reaches at NKR shortly after midnight at about 1.00hrs. (There is a shuttle bus within the airport connecting the Terminal with the Transportation Center) The fare is approx. 250 Baht.

On its return trip, the bus will depart from NKR bus station at about 1.00hrs. to arrive at Suvannabhumi Airport by 6.00 hrs.

#### 1.3 From SUT to Bangkok:

**1. for work or study related matters/business**, CIA staff or the School staff will book a seat in the University pool van upon your request. The van leaves SUT residential zone (in front of the security guards kiosk in front of R3 apartment) at 05.00 hrs. and on the return trip, leaves the SUT Bangkok front office at approx. 15.00 hrs. of the same day. **Please contact Ms. Hataikan (Pee Tee), CIA office at Phone no. 4145 for booking a seat, at least 3 days in advance.**

#### 2. for your personal business:

2.1 Friday van service: (SUT-BKK via Pak Chong, Saraburi): leaves SUT (on the main road in front of the bus terminal) at 1750 hrs. Every Friday. The fare to BKK is approx. 200 Baht Max.

2.2 Buses from NKR New Bus Terminal: You can take Song Taew no. 17 from the SUT bus terminal to the NKR New Bus Terminal where you can buy tickets to Bangkok. (Please consult 1.1)

**By Train:** You can travel between Bangkok and NKR by train on the Northeastern Line. Advance reservation is strongly recommended. Please contact NKR Train Station at 0 4424 2044. Up-to-date train schedules are available at [http://www.railway.co.th/English/Time\\_HTML.asp](http://www.railway.co.th/English/Time_HTML.asp) Please note trains tend to be slow and run infrequently.

