



FOR SUT VISITORS

Suranaree University of Technology - SUT

Thailand's first autonomous public university and located in Nakhon Ratchasima Province, popularly known as Korat, 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.

Nakhon Ratchasima is more popularly known as Korat.

CAMPUS

TRANSPORTATION

CIA SERVICES

VISA EXTENSION

**EMERGENCY
INFO**

**CIA OFFICE
ACADEMIC BUILDING 2**

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

TEL. 044-224145

FAX. 044-224140

Facebook: CIA SUT

FOOD:

On campus:

Krua Sura (Surasammanakhan Restaurant):

Open 06.00-20.00 hrs.

They serve breakfast, lunch, and dinner.



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

There are more Seven-Eleven stores off campus near Gates 1 & 4.

University Canteens: There are canteens around campus, mostly open for service during the day. A canteen called Gaa-sa-long located near the student's dorms, opposite to the Seven-Eleven convenience store, opens until late evening every day is recommended for a quick dinner.



Wednesday day-market: You may find this market exciting with plenty of food, fruits and many other goods.

Off campus

University front gate: you may find plenty of food and fruit vendors at the SUT front gate.

This is highly recommended if you enjoy walking or biking.

University Gates 2 - 4: There are many food shops in these areas. However, these are located far away from Surasammanakhan and the academic zone, so even if you enjoy walking, you may find the distance a bit too far.

T ransportation:

SUT Green Shuttle Bus: This on campus bus runs from 07.00-20.00 hrs. Every day from the student's dorms to various spots on campus. It is free of charge for all passengers, mostly students.



Bicycle to borrow: A visitor may borrow a bicycle from the Transportation Department



How to borrow & Regulation:

1. Prepare a copy of Passport,
2. Go to the Bicycle shelter, the office open on Tuesday and Thursday 09.00-16.00 hrs.
3. Fill in the form and pick one bicycle
4. You may borrow for up to 7 days a time, then return, check and borrow again,
5. If the is bicycle broken or any part damaged, SUT will fine you.
6. The bicycle is to be used on campus only
7. Please take good care of the bicycle. Lock it when you park

Staff Van: Apart from borrowing a bicycle, you may catch the van to come to work. This service is arranged for staff living in the SUT residential zone (SUT apartments R 1-8). It runs on working days only, and at the times scheduled below :

AM: 07.30, 08.00 & 08.30 hrs. : Pick up at apartment R3 and drop off at various buildings (A, C2, C etc.)

PM: 17.00 & 17.30 hrs: Pick up at A building and passing by C2, C1, Fs (laboratories) buildings etc. and drop off at SUT apartments. **You can catch the van along its route. It may be safer to inform the van driver in the morning when you get off in case you want to be picked up at specific spot in the evening.**



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 near the Police and Security Office at the University front gate.



5.2 Chula Book Store: opens from Monday-Friday (08.30-18.00 pm.) and Saturday (09.00-15.00 pm.)

MEDICAL SERVICE: The SUT Hospital, located close to Gate 2, provides a wide range of general medical services and emergency medical service 24 hours a day.

In case of serious sickness or accident, a patient may/will be transferred to a hospital in town.

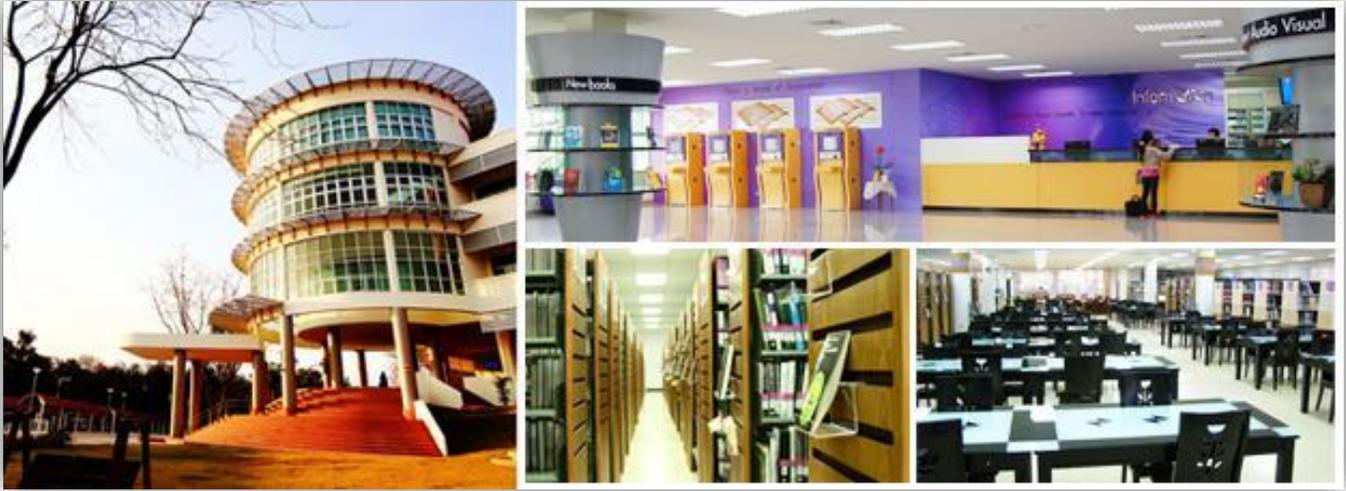
For medical services, you will have to pay for all expenses unless you have health insurance.

In case of emergency, especially at night, please contact Khun Mantana (Paa Pin) at 095 779 3345 to call the ambulance from the SUT Hospital. You may also call the SUT Emergency directly at 0 4437 6585. The charge is Baht 300.

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



SUT LIBRARY: open daily, Monday-Friday 08.00-20.00 hrs. and Saturday-Sunday 09.00-17.00 hrs. Closed on public holidays. You are recommended to become members. Please contact the library.



DIVISION of ACCOUNTING and FINANCE:

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

On-Off Campus Phone Service:

On campus: All campus phone numbers have 4 digits. You can make a direct call to any campus number from your apartment e.g.

Emergency: 1234, 4567 **Police Kiosk:** 3345 **CIA:** 4145

Off campus: Please dial 9 to call any off-campus or mobile phone numbers. The charge varies:

In Korat: 3 baht/ 1 call

Outside Korat : 2 Baht/1 min by dialing 91234+ phone number (regular rate is 6-12 Baht/1 min.)

Direct call to any mobile phone numbers: 3-8 Baht / 1 minute

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

Emergency: 0 4422 1234, 0 4422 4567, **Police Kiosk** 0 4422 3345 **CIA:** 0 4422 4145



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 its services such as:

Visa Extension:

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

Other non-academic services:

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

Transportation Reservation:

To Korat Immigration Office:

- Due to the University's energy saving policy, transportation to the Immigration Office at Dankwian, Korat, is made **available on Wednesdays only**. The van leaves from Surasammanakhan front entrance every Wednesday at 9.00 hrs. International students/visitors who cannot come on Wednesday are responsible for their own transportation.

- To save time and for convenience, you 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 Wednesday is a public holiday, transportation will be made available on Thursday, the following day.**

To Bangkok: For work or study related matters/business, 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 R3 apartment at 05.00 hrs. (Mon-Fri). Please contact Ms. Hataikan (Pee Tee), CIA office at Phone No. 4145 or hataikan@sut.ac.th

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 holidays/public holidays). The SUT Bangkok office phone numbers are: 02 2165410 & 085 128 3323.

In case of emergency, please contact:

Miss Hataikan Tongjareon (P Tee)

Office No. 044 224145

Mobile Phone No.: 085 775 3532

VISA EXTENSION

Visa type Non-immigrant ED/ Non-immigrant RS

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 (30 days before).
2. This application must be done in person at the Nakhon Ratchasima Immigration Office.
3. 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.
4. You must report to the Immigration Office every 90 days, counting from the day you have entered Thailand.

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

| 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. | A copy of invitation letter | Your e-mail |
| 3. | A copy of passport (all pages) | Your passport |
| 4. | Application form for visa extension (Application for extension of temporary stay in the Kingdom – TM.7 Visa fee 1,900 THB) | Center for International Affairs (or you can download at https://goo.gl/2fp2WN) |
| 5. | 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 hotel Front Desk |

Procedure:

1. Bring documents No.2, 3, 4 and 5 to the Center for International Affairs.
2. The Center for International Affairs will prepare document No.1 for you within 3 working days.
3. Bring documents No.1, 2, 3, 4 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)

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

Local Transportation Services in Korat

Taxis:

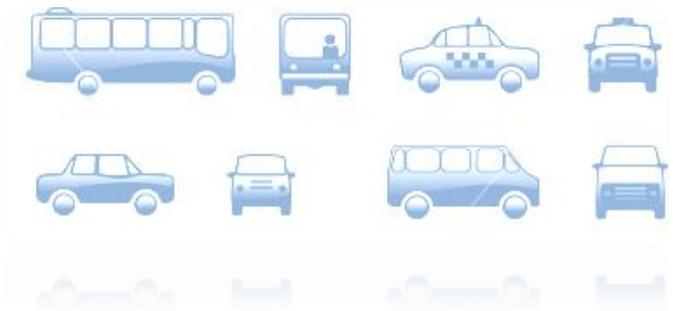
- Private Taxis at SUT:

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

Khun Sakorn: Ph. No.: 085 496 2335

Khun Ji: Ph. No.: 082 873 6142

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.** Located at the Korat New Bus Terminal, a metered taxi service is available in the town of Korat.

The call center phone numbers (of Taxi Korat Groups) 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 SUT Apartments is approx. 250-300 Baht. (Naturally, the charge to SUT varies with the distance traveled).

- **Tuk-Tuk.** 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.**

1. **The University's address:** มหาวิทยาลัยเทคโนโลยีสุรนารี (มทส.)
111 ถนนมหาวิทยาลัย
ตำบลสุรนารี อำเภอเมือง จังหวัดนครราชสีมา
เบอร์โทรติดต่อ 044-224145

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

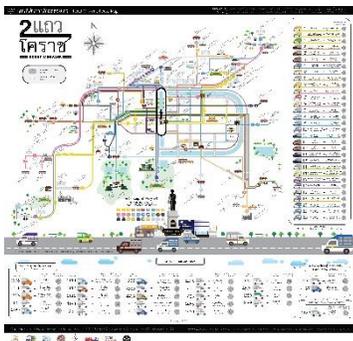
2. **SUT Apartments:** อพาร์ทเมนท์ที่พักบุคลากร มทส. อาร์ 8 (R 8) เลยสนามเทนนิส ก่อนถึงฟาร์มมหาวิทยาลัย

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. As buses operate infrequently and its schedule is not reliable, please try to avoid using this Song Taew route 14, especially in the evening.



2. **Song Taew route 17** (white with purple and pink stripes): runs from the Korat New Bus Station to SUT. It passes by many malls (The Mall, Tesco Lotus, Terminal 21 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.



You can see the map at http://soctech.sut.ac.th/itwebitsut2015/award_2.php

Or scan QR CODE to download the map.

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.

Travel Information from Bangkok to Nakhon Ratchasima (Korat)

1. By Bus:

1.1 From Bangkok to Nakhon Ratchasima (Korat) new Bus Station:

There are four bus companies operating regular bus service on bus route 21 between Bangkok and Nakhon Ratchasima (Korat). The buses leave from Bangkok's Northeastern Bus Terminal (also called Morchit Mai Bus Station, หมอชิตใหม่-กำแพงเพชร 2) to arrive at Nakhon Ratchasima (Korat) 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.), and 65 (Nakhonchai 21) on the third 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. **Please avoid taking buses of other companies/other sign colors.**

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

Platform No. 68 Nakhonchai 21

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. 191 Baht one-way, while two-way tickets are approx. 380 Baht, and the bus fare may vary slightly among the different companies. Please buy a ticket to get off at the new Korat bus station (บขส.ใหม่ Boh-Koh-Soh-Mai, in Thai) where you can easily transfer to either taxi or local bus (Song Taew route 17) to SUT.

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

1.2 Suvannabhumi Airport Transportation to new Korat Bus Station: There is one daily bus from the airport to the Province of Nongkhai, which passes through the new Korat bus station. The bus leaves the airport's Transportation Center at 21.00, and reaches at Korat shortly after midnight at about 1.00 hrs. (There is a free 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 the new Korat bus station at about 1.00 hrs. to arrive at Suvannabhumi Airport by 6.00 hrs.

1.3 From SUT to Bangkok:

- **For work or study related matters/business,** (Please consult P.6)

- **For your personal business:**

2.1 **A shared van service of Seree Van Co.:** The vans leave the Korat new bus station and stop to pick passengers up along the Korat-Bangkok Highway in front of the Save-One night market near Eazy Pawn Shop. These vans run every hour from 06.50 AM-06.50 PM. The price is Baht 171. You may book a seat at 092 513 4988 or Line at Line ID 084 545 4444.

2.2 **Buses from the new Korat Bus Station:** You can take Song Taew no. 17 from the SUT bus terminal to the new Korat bus station where you can buy tickets to Bangkok. (Please consult 1.1)

By Train: You can also travel between Bangkok and Korat by train on the Northeastern Line. Advance reservation is strongly recommended. Please contact Korat Train Station at 0 4424 2044. Up-to-date train schedules are available at http://www.railway.co.th/English/Time_HTML.asp please note that trains tend to be slow and run infrequently