

## Khon Kaen University's Foreigner Service Guidebook for International Students

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This guidebook will be shown on the Mobile platform, which might differ from the Desktop platform but has the same data fields and procedures.

## Registration

You'll be able to do this Once. When the faculty approves you, you will access this system and can do the Visa Extension Request

**Step 1:** Go to <https://interservice.kku.ac.th>

**Step 2:** Click on

**KKU Sign On (SSO)**

**Step 3:** Log in with your @kkumail.com

**Khon Kaen University**  
One account for all apps.

หากบัญชีไม่สามารถเข้าสู่ระบบได้ สามารถทำการ  
กู้คืนบัญชีได้ที่ [Account Recovery](#)

Email or Username @kkumail.com

Password

Login

การเข้าใช้งานระบบด้วย Username และ  
Password ของท่านถือว่าการลงลายมือชื่อทาง  
อิเล็กทรอนิกส์ ตามมาตรา ๙ ของ พ.ร.บ. จริกกรม  
ทางอิเล็กทรอนิกส์ พ.ศ. ๒๕๔๔

อ่านรายละเอียด

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ประกาศการคุ้มครองข้อมูลส่วนบุคคล

Recovery Change Password

**Khon Kaen University**  
One account for all apps.

Email Address name@kku.ac.th, name@kkumail.com

Password Enter your password

Forgot password?

Sign in

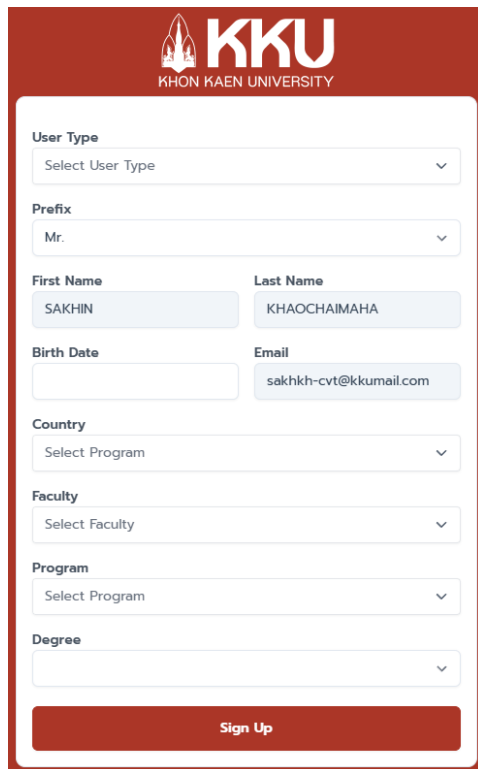
Or Sign In With

ThaiID

Privacy Policy Help

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**Step 4:** Complete the form with information as it is shown on your passport



The registration form for KKHU Foreigner Service includes the following fields:

- User Type:** Select User Type (dropdown)
- Prefix:** Mr. (dropdown)
- First Name:** SAKHIN
- Last Name:** KHAOCHAIMAHA
- Birth Date:** (empty field)
- Email:** sakhkh-cvt@kkumail.com
- Country:** Select Program (dropdown)
- Faculty:** Select Faculty (dropdown)
- Program:** Select Program (dropdown)
- Degree:** (empty field)

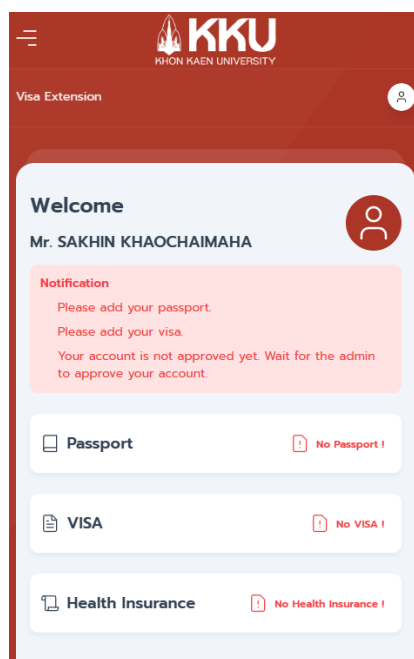
A red **Sign Up** button is located at the bottom of the form.

- **User Type:** Student
- **Prefix:** Mr. / Ms. / Mrs.
- **Select Birth Date:** As it is shown on your passport
- **Country:** Your passport's country
- **Faculty:** KKHU's Faculty that you were enrolled
- **Program:** KKHU's Program that you were enrolled
- **Degree:** Academic level of your program

Then click on

**Sign Up**

**Step 5:** Contact your faculty staff (ex. International Relations Officer) to confirm your registration and get approved to access these services. This is the end of the register process. You'll be able to do this Once. When the faculty approves you, you will access this system and can do the Visa Extension Request



The Visa Extension Request screen displays the following information:

- Header:** KKHU KHON KAEN UNIVERSITY
- Section:** Visa Extension
- Welcome:** Mr. SAKHIN KHAOCHAIMAHA
- Notification:**
  - Please add your passport.
  - Please add your visa.
  - Your account is not approved yet. Wait for the admin to approve your account.
- Passport:** No Passport !
- VISA:** No VISA !
- Health Insurance:** No Health Insurance !

## Personal data setup

If you are already logged in. Please skip to Step 4.

**Step 1:** Go to <https://interservice.kku.ac.th>

**Step 2:** Click on

**KKU Sign On (SSO)**

**Step 3:** Log in with your @kkumail.com

Khon Kaen University  
One account for all apps.

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Email or Username @kkumail.com

Password

Login

การเข้าใช้งานระบบด้วย Username และ Password ของท่านถือว่าเป็นการลงลายมือชื่อทางอิเล็กทรอนิกส์ ตามมาตรา ๙ ของ พ.ร.บ. จุฬารัฏฐการทางอิเล็กทรอนิกส์ พ.ศ. ๒๕๔๔

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ประกาศการคุ้มครองข้อมูลส่วนบุคคล

[Recovery](#) [Change Password](#)

Khon Kaen University  
One account for all apps.

Email Address name@kku.ac.th, name@kkumail.com

Password Enter your password

Forgot password?

Sign in

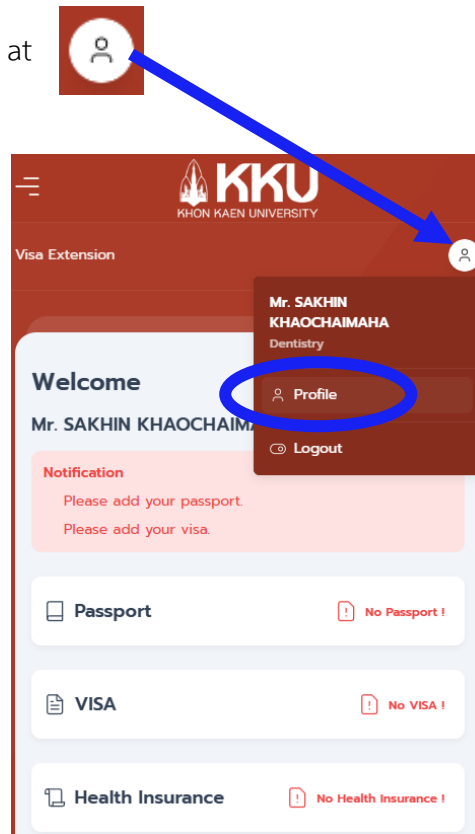
Or Sign In With

ThaiID

[Privacy Policy](#) [Help](#)

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**Step 4:** Click on the menu “Profile” at



**Step 5:** Correct the personal information as it is shown on your passport

**My Profile**

**Mr. SAKHIN KHAOCHAIMAHA**  
Dentistry

**Personal Information** Save

Mr. ▼

FIRST NAME

MIDDLE NAME

LAST NAME

1985-10-02

**Personal Information**

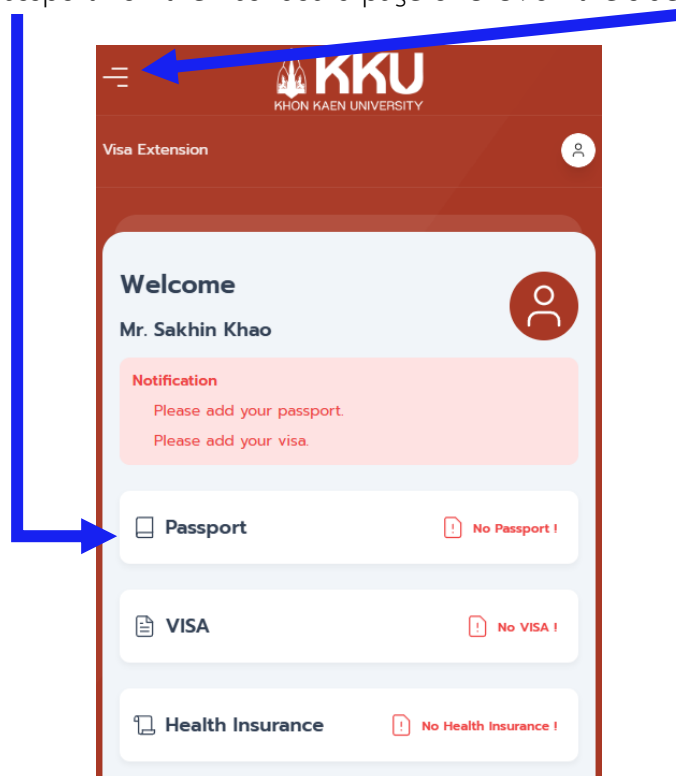
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Emergency Contact Data

- **Prefix:** Mr. / Ms. / Mrs.
- **First name:** As it is shown on your passport
- **Middle name:** As it is shown on your passport
- **Last name:** As it is shown on your passport\*
  - If your passport only shows your full name and you do not have a middle name or given name, please enter your entire name in this field only.
- **Select Birth Date:** As it is shown on your passport
- **Emergency Contact Data:** Click on them to provide the contact person with when emergency (ex. Faculty staff who take care the international students)

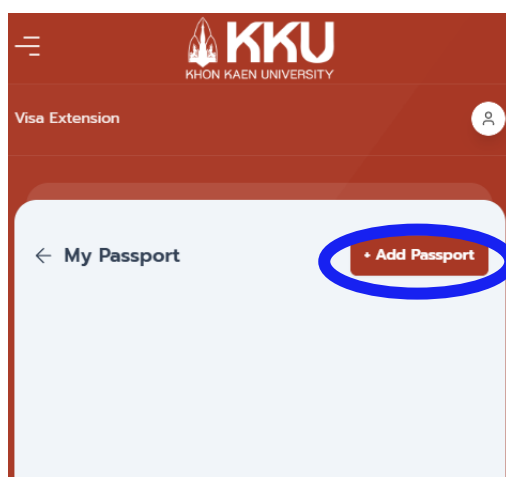
Then click on “SAVE”

**Step 6:** Go to the menu “Passport” on the Dashboard page or click on the side menu



Then click on “+ Add Passport”

(Please remember, the new passport you add will be your current active passport automatically)



**Step 7:** Complete the form with information as it is shown on your passport

### Add My Passport

Country  
United States of America

Passport No.  
Passport No

Prefix  
Mr.

Surname  
Khao

Middle name  
Middle name

Nationality  
United States of America

Your National ID  
National ID

Place of birth  
Place Name

Date of issue  
2024-10-29

Date of expiry  
2024-10-29

Cancel Save

- **Country:** Your passport's country
- **Passport No.:** As it is shown on your passport
- **Prefix:** Mr. / Ms. / Mrs.
- **Surname:** As it is shown on your passport (Required)\*  
○ If your passport only shows your full name and you do not have a middle name or given name, please enter your entire name in this field only.
- **Middle name:** As it is shown on your passport
- **Given name:** As it is shown on your passport
- **Date of Birth:** As it is shown on your passport
- **Nationality:** As it is shown on your passport
- **Your National ID:** As it is shown on your passport (If any)
- **Place of birth:** Your birth country
- **Date of issue:** Your passport issue date
- **Date of expiry:** Your passport expiration date

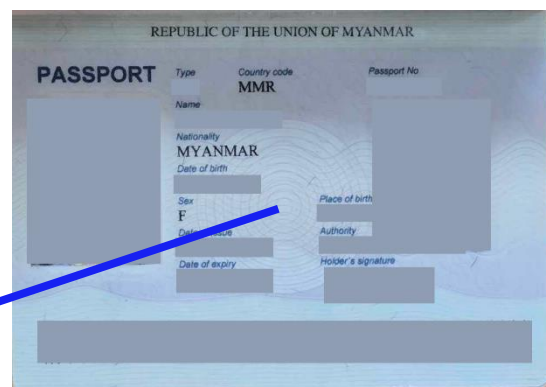
Then click on Save and you will find the passport information on the screen

**Step 8:** Click on “View Detail” to show the Passport Image Upload panel. Click on the panel to take a photo or upload your Personal Information Page on your Passport.

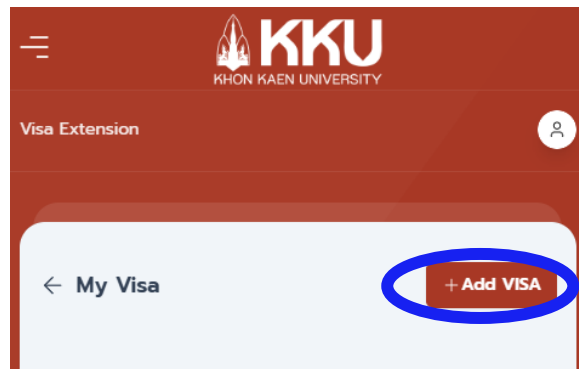
← Passport No. UAS1234567 + [Edit] [Delete]

Country Code <b>US</b>	Passport No. UAS1234567	
Name <b>Mr. Sakhin Khao</b>	Date of birth <b>02 Oct. 1985</b>	Identification No. <b>411233</b>
Nationality <b>United States of America</b>	Sex <b>M</b>	Place of birth. <b>Thailand</b>
Date of issue <b>29 Oct. 2024</b>	Date of Expiry <b>29 Oct. 2029</b>	Issuing Authority

**Upload Passport Image**  
Drop files here or click to upload.



**Step 9:** Go to the menu “Visa” on the Dashboard page or click on the side menu Then click on “+ Add VISA” (Please remember, the new visa you add will be your current active visa automatically)



**Step 10:** Complete the form with information as it is shown on your passport

#### Add My Visa

Select Passport  
UAS1234567

Place Of Issue  
Place Of Issue

Valid From  
Valid Form

Valid Until  
Valid Until

Type Of Visa / Category

Number of Entries

Surname  
Khao

Given Name  
Sakhin

Sex  
M

Date Of Birth  
1985-10-02

Nationality  
United States of America

Remarks  
Annotation

Cancel Save

- **Select Passport:** The list of your passport information (The system will show you the current one automatically)
- **Place of issue:** The country that issues your current visa
- **Valid From:** As it is shown on your passport



Or



- **Valid Until:** As it is shown on your passport



Or



Continued...



**Step 10(Continued):** Complete the form with information as it is shown on your passport

- **Type of Visa / Category:** As it is shown on your passport (You may receive the Visa Sticker or other kinds of document from the Thai Embassy or Thai Consulate)



- **Number of Entries:** As it is shown on your passport (Multiple or 1 for Single)
- **Surname:** As it is shown on your passport (Automatically by default)
- **Given Name:** As it is shown on your passport (Automatically by default)
- **Sex:** As it is shown on your passport (Automatically by default)
- **Date of Birth:** As it is shown on your passport (Automatically by default)
- **Nationality:** As it is shown on your passport (Automatically by default)

Then click on Save and you will find the visa information on the screen

**Step 11:** Click on “View Detail” to show the Visa Image Upload panel. Click on the panel to take a photo or upload your Visa Page on your Passport. (The example image is below this page)

**Control Number.**

Suriname  
Khao  
Saklin

Passport Number: UAS1234567  
Sex: M  
Date of birth: 02 Oct. 1985  
Number of Entries: 2  
Date of Expiry: 07 Nov. 2028  
Nationality: United States of America  
Date of issue: 07 Nov. 2023  
Amendment: -

**Upload Image Latest visa permission / Sticker**  
Drop files here or click to upload.

**Upload Image Latest admitted stamp**  
Drop files here or click to upload.



A. The Visa Sticker or other kinds of document from the Thai Embassy or Thai Consulate.

Please use one of these pieces of evidence for this section.

A. (above) or B. (below)



B. The Permission to Stay from the Thai Immigration Office.

**Upload Image Latest admitted stamp (Arrival to Thailand)**  
Drop files here or click to upload.

**Upload Image Latest departed (Departure from Thailand)**  
Drop files here or click to upload.

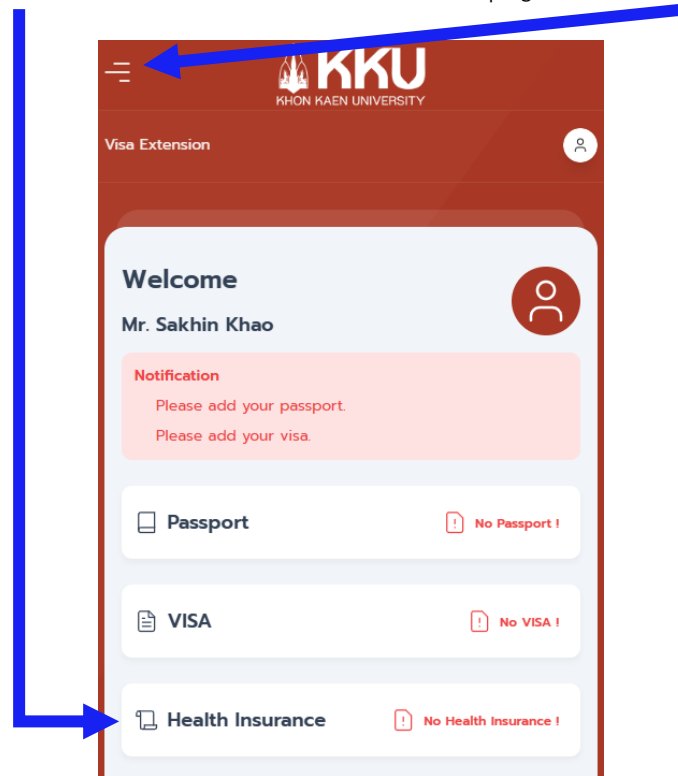
**Example Image**

1. Passport Information

REPUBLIC OF THE UNION OF MYANMAR  
PASSPORT Type: Ordinary passport Passport No: KMR  
Name: MYANMAR  
Nationality: MYANMAR  
Date of birth: -



**Step 12:** Go to the menu “Health Insurance” on the Dashboard page or click on the side menu



Then click on “+ Add Health Insurance”

(Please remember, the new health insurance you add will be your current active information automatically)



**Step 13:** Complete the form with your health insurance information.

**Add My Health Insurance Contract / Card**

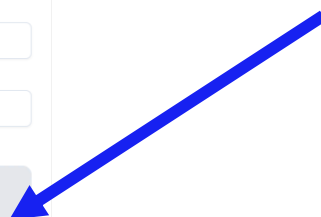
Insurance Company Name

Start Date

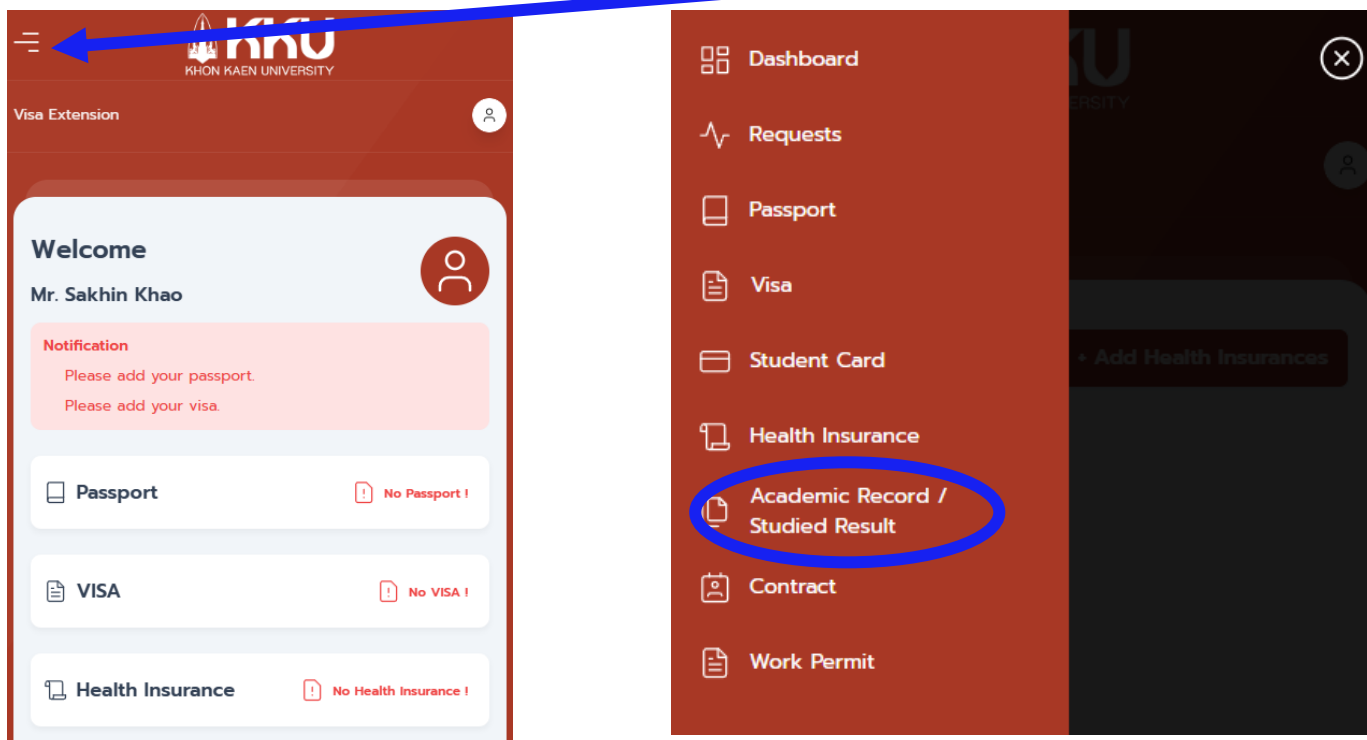
End Date

Upload Image

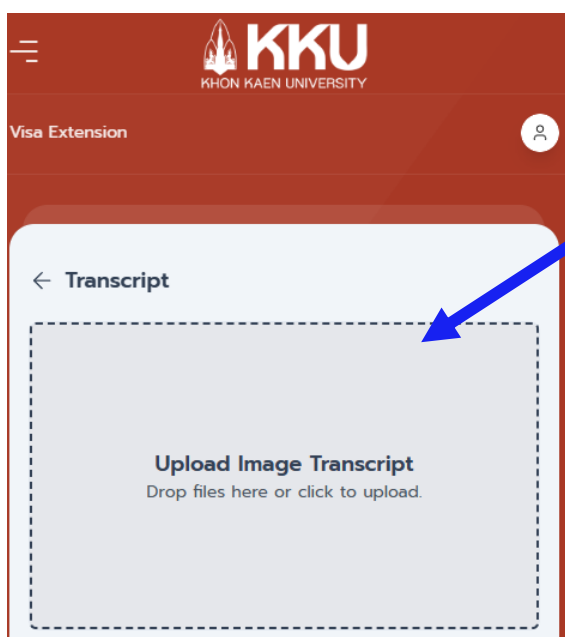
Click on the panel to take a photo or upload your health insurance  
 (Only the page that shows Your name and covering date)



**Step 14:** Go to the menu “Academic Record / Studied Result” by clicking on the side menu



**Step 15:** Upload the image that shows your recent academic record or study result from the REG system.



Click on the panel to take a photo or upload your evidence  
(Only the page that shows the recent semester)

## Visa extension request

If you are already logged in. Please skip to Step 4.

**Step 1:** Go to <https://interservice.kku.ac.th>

**Step 2:** Click on

**KKU Sign On (SSO)**

**Step 3:** Log in with your @kkumail.com

Khon Kaen University  
One account for all apps.

หากบัญชีไม่สามารถเข้าสู่ระบบได้ สามารถทำการกู้คืนบัญชีได้ที่ [Account Recovery](#)

Email or Username @kkumail.com

Password

Login

การเข้าใช้งานระบบด้วย Username และ Password ของท่านถือว่าเป็นการลงลายมือชื่อทางอิเล็กทรอนิกส์ ตามมาตรา ๙ ของ พ.ร.บ. จุฬารัฏฐการทางอิเล็กทรอนิกส์ พ.ศ. ๒๕๕๔

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ประกาศการคุ้มครองข้อมูลส่วนบุคคล

[Recovery](#) [Change Password](#)

Khon Kaen University  
One account for all apps.

Email Address name@kku.ac.th, name@kkumail.com

Password Enter your password

Forgot password?

Sign in

Or Sign In With

ThaiID

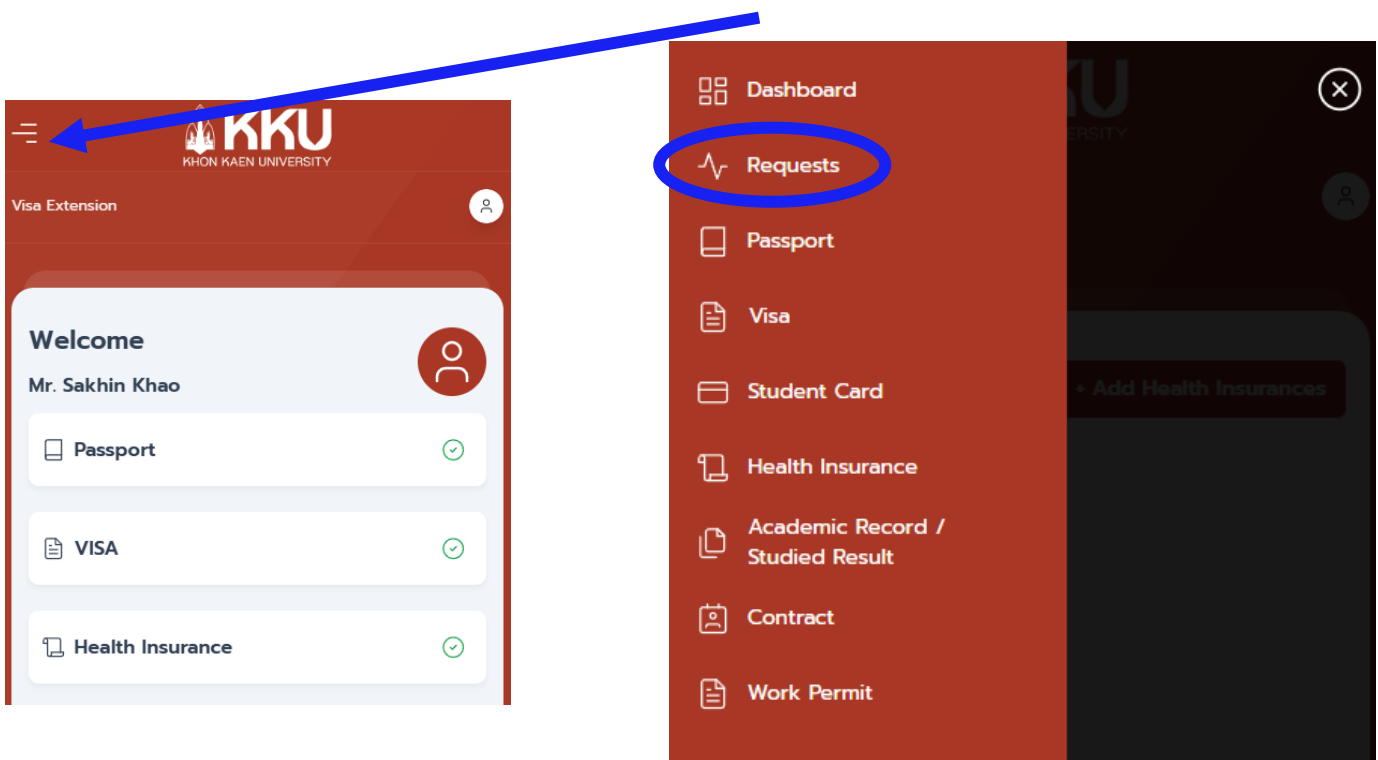
[Privacy Policy](#) [Help](#)

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**Warning:** Please make sure that your information is all up-to-date before submitting the request.

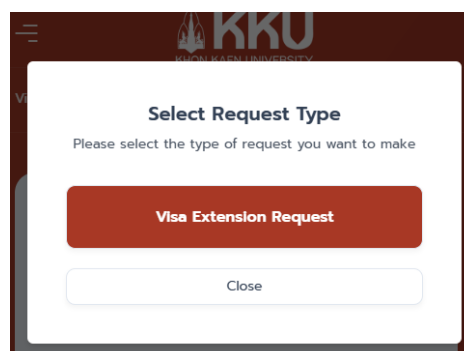
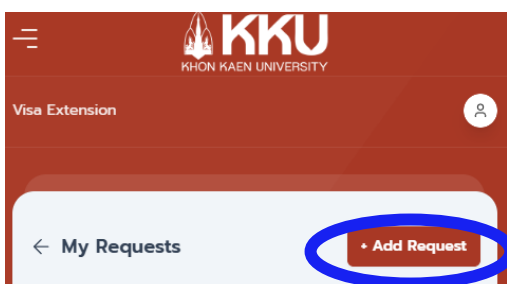
The request will be **Rejected** if any required information is incorrect or unclear and it will affect the processing time for longer.

**Step 4:** Go to the menu “Requests” by clicking on the side menu



Then click on “+ Add Request” and “Visa Extension Request”

(Once you create the Request Task, you will be able to edit until submission then the Task just shows the progress only)



**Step 5:** Complete or re-check the information in the form

**KKU**  
KHON KAEN UNIVERSITY

Visa Extension

← Visa Extension

1 Create New Request  
2 Pending  
3 Advisor Approved  
4 Letter Signed  
5 Done

**Profile Settings**

Prefix  
Mr.

Surname  
SAKHIN

Middle name  
Middle Name

Given name  
KHAO

Birth date  
1985-10-02

Current enrolled in the  
First semester

Type of study  
Full Time

Home University  
Home University

Degree Level  
Master

Passport Number  
UAS1234567

Country  
United States of Ame

Tel. no.  
123456789

Email  
sakhhk-cvt@kkumail.com

Faculty  
Dentistry

Program in  
Master of Science Program in Dentistry (Major

Duration of program

- **Prefix:** Mr. / Ms. / Mrs.
- **Surname:** As it is shown on your passport\*
  - If your passport only shows your full name and you do not have a middle name or given name, please enter your entire name in this field only.
- **Middle name:** As it is shown on your passport
- **Given name:** As it is shown on your passport
- **Birth Date:** As it is shown on your passport
- **Current enrolled in the:** Your recent enrollment
- **Type of study:** Please select “Full Time”
- **Home University:** The University that you transfer from
- **Degree Level:** Your enrollment level
- **Passport Number:** As it is shown on your passport
- **Country:** Your passport’s country
- **Tel no.:** Your Thai telephone number
- **Email:** Your @kkumail.com
- **Faculty:** Your enrolled Faculty
- **Program in:** Your enrolled Program

Continued...



Duration of program		
2	Year	
1		
4	Sem	
Start from		
To		
Current visa expiry date is on		
2028-11-07		
Visa date issue		
2023-11-07		

Enclose herewith are

- 
- 70AS THTV  
N0488A0488AG0488A0488A0488  
N0488A0488AG0488A0488A0488  
VISA CLASS  
NON-RK  
ADMITTED  
31 JUL 2002  
-9 OCT 2002  
TEL  
A0488



- **Visa date issue:** As it is shown on your passport



or



then Save

KHON KAEN UNIVERSITY

Confirm Submit

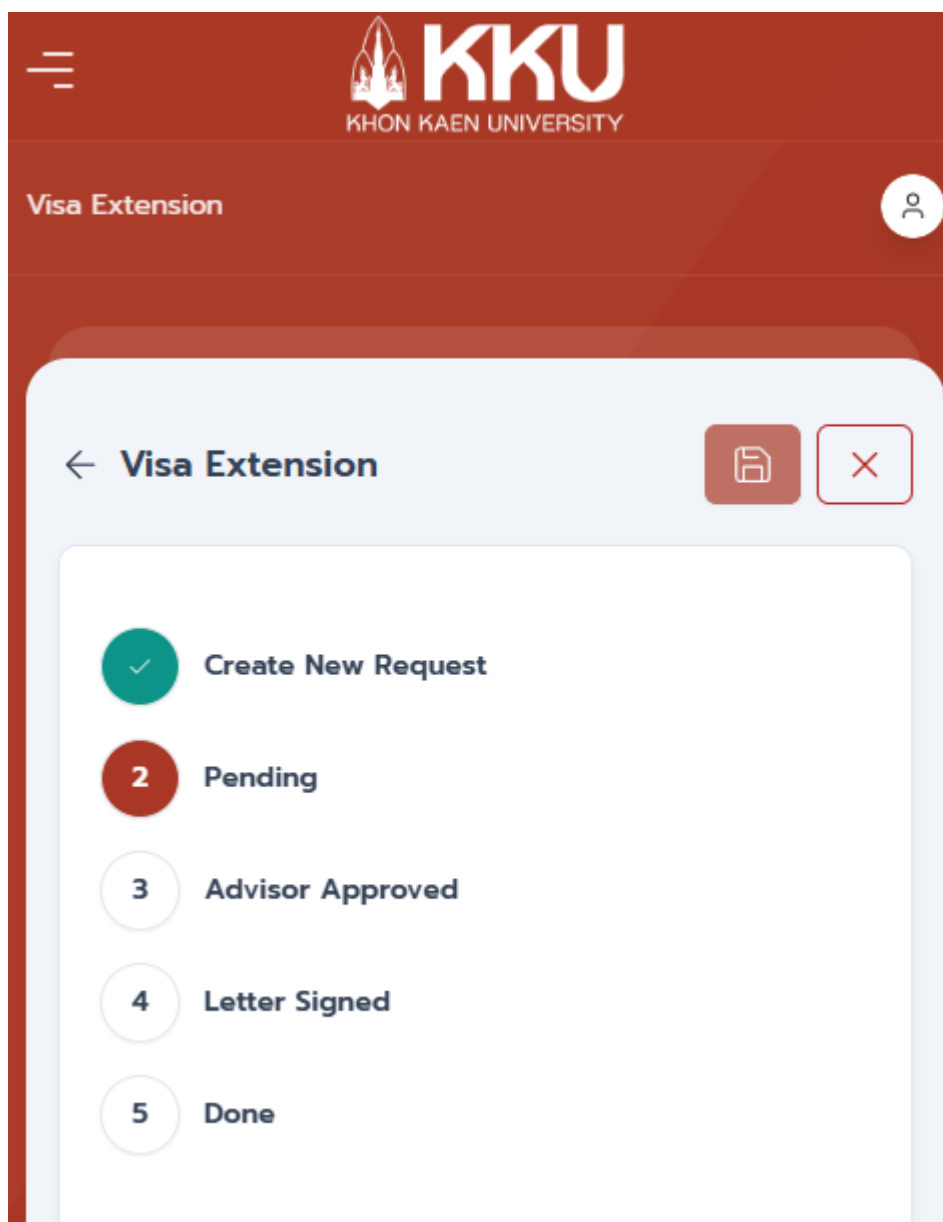
Are you sure you want to submit this request?

Cancel

Save



**Step 7(Final):** The Process progress will show you the current state of your request. When it is done, the Visa Extension Request Document will be sent to your faculty.



--Fin--