

Guideline for Online Non-ED Visa Extension Request For International Students at Khon Kaen University

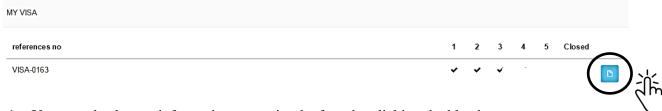
Requesting for the visa letter

- Visit https://iad.kku.ac.th/ → Click "Int'l Student Service" → "Visa Extension Request" or visit
 https://iris.kku.ac.th
- 2. Sign in by using your KKU account (username = student ID), for example, 58xxxxxxxx or 58xxxxxxxx
- 3. Click "VISA" → "Form" and fill in the blank
- 4. Check all required information again before clicking "Submit"
- 5. Print out and sign the IR Form 4 and attach the required documents mentioned in the Form with your signature in all copies.
- 6. Bring the IR Form 4 and required documents you your advisor or the faculty staff for approval.
- 7. Submit the IR Form 4 and required documents to International Affairs Division (IAD)

Tracking the visa letter

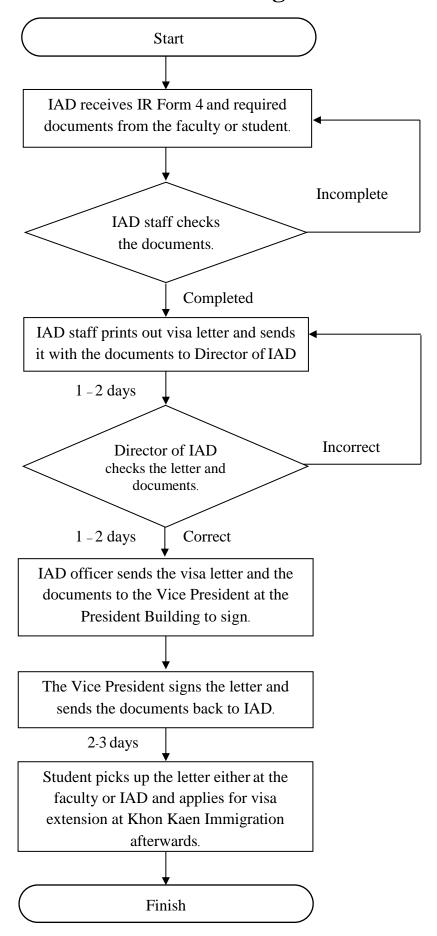
- Visit https://iad.kku.ac.th/ → Click "Int'l Student Service" → Click "Visa Extension Request" or visit https://iris.kku.ac.th and Sing in your KKU account
- 2. Click "Tracking"
- 3. If the process is in "State 5 = Letter signed", you will receive the notification via email to pick up the letter at IAD.
- 4. Apply for the visa extension at Khon Kaen Immigration.

Caution:



- 1. You can check your information or reprint the form by clicking the blue button.
- 2. You cannot edit the information after you click submit. In case some information is wrong, please note on the printed IR form 4. The IAD staff will correct the information for you after you submit the documents to IAD.
- 3. The process after the request is approved by IAD staff (State 3) takes about 4-7 working days. Please find more details from "Visa Extension Letter Working Flowchart".

Visa Extension Letter Working Flowchart



By IAD, KKU as of December 20, 2018