



WELCOME TO SUT

INTERNATIONAL STUDENTS

Suranaree University of Technology (SUT) was established in 1990 as the first public autonomous university in Thailand under the supervision of the Royal Thai Government. It prides itself in promoting administrative effectiveness and efficiency in its operations. SUT is a scholarly community consisting of the learned and the learners, as well as all kinds of knowledge in sciences, and technology, beneficial to both individuals and society.

Suranaree University of Technology, specializing in science and technology, is determined to produce graduates with quality, knowledge, and integrity leading to wisdom; to create impactful research outputs; to provide academic services to the public through its engagement mission: to adapt, transfer, and develop technology for the sustainable progress of society; and to preserve and enrich the art and culture by adhering to the principles of academic freedom and good governance in the administration.

REGISTRATION

ACCOMODATION

CAMPUS

TRANSPORTATION

CIA SERVICE

VISA EXTENTION

EMERGENCY

INFO

CIA OFFICE
ACADEMIC BUILDING II
<http://cia.sut.ac.th/>
TEL. 044-224145
FAX. 044-224140
Facebook: Cia Sut

Registration & Meeting Adviser

→ REGISTRATION & BRIEF ORIENTATION:

CIA 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:

- If 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.

- Once 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.

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 (Gate 1): 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 Surasammankahan 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, 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.
5. If the bicycle is 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



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



MEDICAL SERVICES: The SUT Hospital, located close to Gate 2, provides a wide range of general medical services and emergency medical services 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.

Off-campus Hospitals: There are several hospitals in town providing international standard medical services. The service fees vary. Bangkok Ratchasima Hospital (BIH) which is the first in 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

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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: All campus phone numbers have 4 digits. [You can make a direct call to any campus number from your apartment](#) e.g.

Emergency: 4444, 3344 **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 4444, 0 4422 3344, **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: 0 4422 4145

Other non-academic services:

Ms. Hataikan Tongjareon (P Tee), phone: 0 4422 4145

Visa Extension: Like all international SUT students, an international student participating in the Cooperative Education Programme will have to renew his/her visa at some time. Therefore, please carefully check the passport stamp you received when entering Thailand, for until what date you are permitted to stay. You will need to renew your permission of stay about one month before that date. These renewals have to take place at the Nakhon Ratchasima Immigration Office.

Transportation to/from SUT for students residing outside of Nakhon Ratchasima province: A student living outside of Nakhon Ratchasima Province will be requested to come to the SUT Bangkok Office before 14.30hrs and transfer to SUT by the pool van on the day before visiting the immigration office. **Tuesday** is the preferred day of travel (see below). A CIA officer will accompany the student to the Nakhon Ratchasima Immigration Office on the following day and will arrange for return transportation his/her place of residence after visa renewal. (More details will be announced at a later time).

Transportation to the Nakhon Ratchasima Immigration Office:

- Due to the University's energy saving policy, transportation from SUT to the Immigration Office **is made available on Wednesdays only**. The van leaves from the Surasammanakhan hotel front entrance every Wednesday at 9.00 hrs. In the exceptional case that a student participating in the Cooperative Education Programme is unable to go to the immigration office on a Wednesday, special arrangements may be made by a CIA officer in charge.

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

In case of emergency, please contact:

Miss Hataikan Tongjareon (P Tee)

Office No. 0 4422 4145

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 (Identification page, Visa page + TM. 6 departure card)	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 http://www.immigration.go.th/nov2004/en/base.php?page=download)
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 the maximum rate of 2000 Baht.

(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.**

The University's address:

มหาวิทยาลัยเทคโนโลยีสุรนารี (มทส.)
111 ถนนมหาวิทยาลัย
ตำบลสุรนารี อำเภอเมือง จังหวัดนครราชสีมา

เบอร์โทรติดต่อ 044-224145

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

Suranaree University of Technology

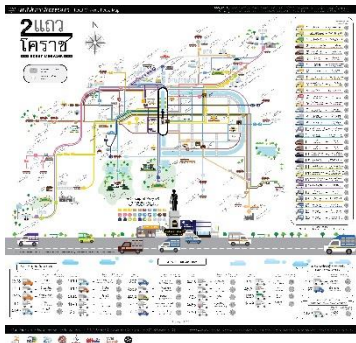
111 University Avenue, Suranaree Sub-District, Muang Nakhon Ratchasima District, Nakhon Ratchasima 30000 Thailand

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:

1. **Platform No. 68 Nakhonchai 21**
2. **Platform No. 77, 79: Air Korat Pattana**
3. **Platform No. 76: Suranaree Air buses**
4. **Platforms No. 72, 74: Rachasima Tour buses**

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.