INTERNATIONAL SCHOOL OF MANAGEMENT, UNIVERSITY OF THE THAI CHAMBER OF COMMERCE

Exchange Student Pre-Arrival Guide

Name of the department	International School of Management (ISM)
Location	Building 21
Address	University of the Thai Chamber of Commerce 126/1Vibavadi Rangsit Road Bangkok 10400, Thailand
Email	ism@utcc.ac.th
Website	https://ism.utcc.ac.th/
Tel	**ISM Tel:** +66-(0)2-697-6140 **Tel:** +66-(0)2-697-6
Deadline	Fall Semester: 30 May Spring Semester: 30 October
Semester Dates	Fall Semester: 10 August – 11 December (2026) Spring Semester: 11 January – 19 May (2027)
Language of Instruction	For all courses at the International School of Management the language of instruction is **English**.
English language requirements	TOEFL 515 or IELTS 5.5 or equivalent.

Student Orientation Days: August 2026 and Jan 2027 Semesters (tentative)

- ✓ **10am, Friday 21st August 2026– Initial Orientation.** Student Lounge, First Floor Building 21, ISM
- ✓ **9am, Friday 15th January 2027– Full Campus Induction and Welcome for all Students**, Student Lounge, First Floor Building 21, ISM (tentative, to be confirmed later)

For further information, please contact ISM Student Service

ISM	
Mr. Miroslav Kalniev (Miro), Lecturer/International Relations for ISM/Exchange program focal point	E-mail : miroslav_kal@utcc.ac.th Tel : +66-(0)2-697-6130 Mobile/WhatsApp: +66 895332751
Ms. Teeranan Ritngam (Tee) Program Coordinator, ISM	E-mail : ismundergraduate@utcc.ac.th

1 Introduction

Welcome to International School of Management (ISM) at University of the Thai Chamber of Commerce (UTCC)

UTCC is the first private non-profit higher education institution in Thailand. It offers degrees in Business Administration, Accounting, Economics, Humanities, Science, Communication Arts, Engineering, Law, Early Childhood Education, Tourism and Services, Digital Art and Design, and Nursing.

It is a place where academic theories and business experiences are integrated, to produce graduates who can successfully meet the challenges facing today's global business.

"UTCC International College" was founded in **2010**. As it grows with the time and widens the scope of its operations, in **August 2019,** the university decided to change the name to **UTCC – International School of Management (iSM)**. The iSM runs International Programs purely taught in English both at Undergraduate and Postgraduate Levels.

Get your ID	Bring Identity Photo (any size) to Ms. Tee soon after your arrival
Course enrollment	Confirm your course registration for the semester with Ms Tee at 2nd floor, Building 21 (ISM office)
Student uniform	All undergraduate students in Thailand are encouraged to wear student uniform. At UTCC, student uniforms are mostly required when attending classes, examinations, and official university events. Uniform including UTCC belt and pin can be purchased at: ▪ UTCC Souvenir shop, building 15. All items combined should cost less than THB 1,000. ▪ Uniform shop in front of UTCC. https://goo.gl/maps/RWckiFHFAhEA1xdg6 **Remarks:** Since 2023, the rule has been relaxed; however, the student uniform still makes a memorable souvenir to remind you of your exchange period at UTCC iSM ☺
Health Insurance	Students "**must"** purchase their own health and travel insurance, effective from the date they leave their home country and throughout their stay in Thailand. **UTCC will not be responsible** for any medical expenses incurred during the student's stay in Thailand.

IMPORTANT (Since May 2025): All passengers must complete the Thailand Digital Arrival Card. This is a **free process from Thai Immigration**. There are many fake agencies asking for payment. Please use only this link.	https://tdac.immigration.go.th/arrival-card/#/home

Accommodation

Short stay upon arrival

The students may consider staying for few nights at a hotel near UTCC area before choosing an apartment or condominium for a long-term stay. Hotels near UTCC are such as:

- Jace hotel, Pracha Songkhro Road
- sound@sleep hotel
- U42 Hotel Bangkok
- Prom Ratchada Hotel (Next to Big C Ratchada and about 3 other malls and night markets)
- Stay Hotel
- ibis Styles Bangkok Ratchada
- Or any other hotel nearby as per students' preference

You can look up a place on http://www.renthub.in.th/en/condo-for-rent/bangkok for condominium or apartment.

You can search by location area or MRT station (subway) area which is

- Huai Khwang MRT station
- Ratchada road
- Sutthisarn road
- Intammara road
- Pachasongkor road

***Note on Condominium Pricing and Contracts**

The prices shown on the website are based on a 1-year contract. If you plan to stay from January to May (5–6 months), the monthly rate may be higher. Please contact the property directly to confirm whether they accept short-term contracts.

Recommended Condominiums – Average Prices

- 1 Bedroom: THB 12,000–15,000 (Includes living room, 1 bathroom, bedroom, kitchen counter, fully furnished)
- Bedrooms: Approximately THB 22,000 (Includes living room, 1 bathroom, 2 bedrooms, kitchen counter, fully furnished)

Note: Electricity charges in condominiums are typically lower than in standard apartments, which can help reduce your monthly utility bills.

• Metro Luxe Ratchada condo	5 mins by motorbike taxi to university 15 mins walk to university 10 mins walk to MRT Huai-khwang station (subway) Gym Swimming pool Sauna Pic review: Metro Lux https://bit.ly/2Fd6IOP << This is new condominium very nice and has resort environment Location : Metro Lux https://goo.gl/maps/YcyPZhBhccUXDcWdA There are many more condominiums around the area “Huaikhwang MRT station"

Apartment around university

Average prices
Studio room is around THB 5,000-7,000
Electricity / water excluded (you will spend around 1 - 2k THB)

Sarasinee mansion (10 mins walk to university)	Rooftop swimming pool Studio room = 6.5k - 7k THB 2 bedrooms (Cooking counter, living room, balcony) 18k - 20k THB (few space options due to the price) Local restaurant downstairs of the building (very convenient) 100m from 7-11 store Location: https://bit.ly/2rRMN05
LA tower (15 mins walk to university) *building is a bit nicer	Swimming pool Studio room = 6.5k - 7k THB Local restaurant downstairs of the building (very convenient) 100m from 7-11 store Location: https://goo.gl/maps/FYrPcQ8KPoKNy7Gb8 Pics: https://bit.ly/2PgdeK2

*Water bills are relatively cheap in Bangkok (not over 200 THB per month with heavy usage); electricity bills will vary depending on the use of air conditioning (1,000 to 1,500 THB/month, less if one does not use air conditioning).

You can find more list of accommodation around university below:

https://docs.google.com/presentation/d/1AcCw8ocaPgJEBjrUwhjCi3OF6ddZKqa62QxPihIkvn4/edit#slide=id.g7bce806c1a_0_123

3 Transportation and Local Phone Information

How to get to UTCC from the Airport:

From Suvarnabhumi Airport: You can take the airport link to Makkasan Station and change to MRT Phetchaburi, then get off at the MRT Huai Khwang Station (Exit 3). Alternatively, you can take a taxi directly from the airport to UTCC.

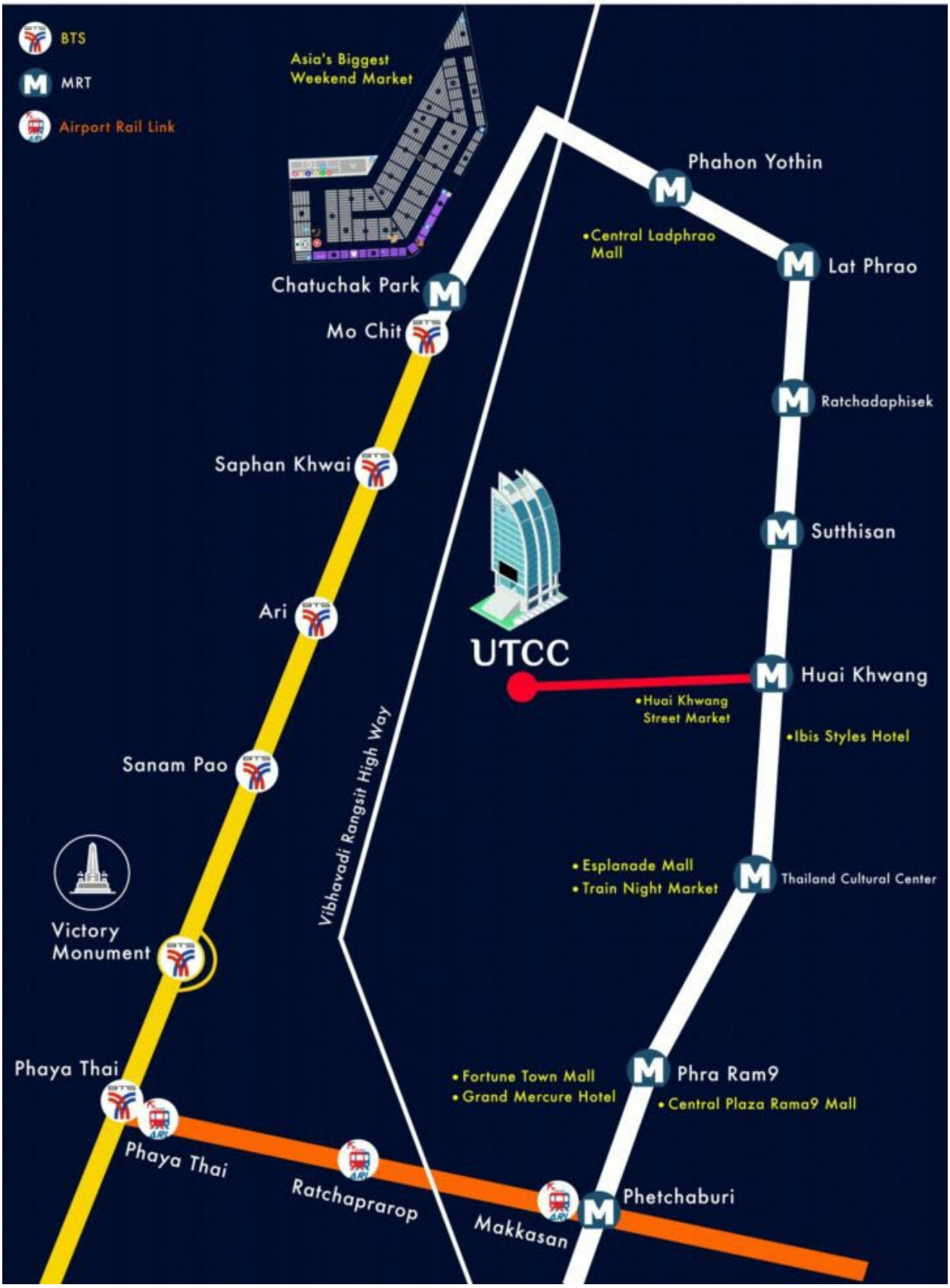
From Don Muang Airport: You can take the Airport Bus A1, get off at the MRT Chatuchak station, and then take the MRT to Huai Khwang Station (Exit 3). Alternatively, you can take a taxi directly from the airport to UTCC. Or you can take the SRT Red Line and get off at Krungthep Aphiwat Grand Station to connect to MRT Blue Line.

Address: 126/1 Vibhavadi-Rangsit Rd., Ratchadaphisek, Dindaeng, Bangkok 10400, Thailand
Tel: 02-697-6131

Transportation	**MRT (Underground transportation):** Nearest MRT is Huai Khwang Station **BTS (Sky Train):** Nearest BTS is Victory Monument or Saphan Khwai Station **Taxi:** Meter Taxi (start at 35 THB for first 1.5km, then charge 5 THB per km) or Grab Application **Moto taxi:** 20 THB from MRT Huai Khwang to UTCC Campus
Travel around Thailand	Several options are available such as trains (Hua Lampong), busses, vans, taxis, motorcycle, and plane (Nok Air, Air Asia, Thai Lion Air etc.)
Phone calls	2 major mobile providers (AIS and True/DTAC), with similar prices. Sim cards can be bought at the airport or any shopping mall and 7-11. The cost of a Sim card is around 300 THB, and then you can buy top-up credit from any 7/11. There is an AIS store at the main UTCC entrance. There are many packages available, so it all depends on the student's usage. 500 THB/month should cover you even with heavy mobile data usage (we have free WIFI at UTCC everywhere on campus for students)

*Overall, depending on the student's lifestyle and desires, THB 30,000 per month should be more than enough to cover living costs, plus extra travel and pocket money.

UTCC Location Map



4 Class Absences and Exam Procedures

4.1 Class Absences

Students are not allowed to have more than three absences per subject per semester.

Without valid reason, if a student has more than three absences the student will not have the right to sit the midterm and final exams, resulting in an "F" or FAIL in that subject.

4.2 Exam Rules

1. On the day of an exam, students must wear proper uniform (White Shirt and black trousers/skirt)
2. Students are required to bring their Student ID card to all exams.
3. Students who miss the final exams will automatically receive an F grade.
4. Students must be in the exam room no later than 30 minutes before the start of an exam or it will count as an absence and will result in an automatic "F" (Fail)
5. If a student is caught cheating the student will be automatically FAILED in the subject with a suspension as a penalty

5 Visa Information

Students are officially required to apply for a Non-Immigrant ED Visa for study purposes as the priority option, according to immigration rules in Thailand.

5.1 Getting your Visa:

5.1.1 Non-Immigrant ED Visa

Once a student registers (online) to study at UTCC, UTCC is responsible for providing all the necessary documents (send via e-mail) to apply for a Non-Immigrant ED Visa at the Royal Thai Embassy or Thai Consulate overseas.

5.1.2 Tourist Visa (60-day valid) or Exemption Visa (30-day valid at least is required.)

A Tourist Visa (valid for 60 days) or an Exemption Visa (valid for at least 30 days) may also be used if the Non-Immigrant ED Visa is not available or has been denied.

Following this information, a Tourist Visa or an Exemption Visa needs to be converted into a Non-Immigrant ED in Thailand. Students are requested to contact the UTCC Office of International Relations, located in building 21, 7th floor, to meet with Ms. Tran Thi Minh Uyen, room 21714, or Ms. Sirikwan P., room 21709, upon arrival in Thailand within a week to receive assistance in preparing

the required documents.

Documents required for the visa application:

1. Passport
2. UTCC tuition fee receipt
3. Latest degree certificate in English translation
4. TM.30 the Notification of Residence
5. E-Visa approval letter (If any)
6. One 2-inch colored photo (Formal picture without wearing glasses)

Remark: There is a THB 2,000 fee in cash; the student is responsible to apply in person for their visa at the Immigration Bureau, Chaeng Watthana.

5.2 Visa Extension

A Non-Immigrant ED Visa is 90 days valid. The expiration date is set upon arrival in Thailand, and it is clearly mentioned in the arrival stamp of the passport. This visa is required to be extended 45 days before it expires, according to the immigration rule. UTCC is responsible for supporting students in preparing the necessary documents. Following the information, students are required to contact UTCC at the Office of International Relations, building 21, 7th floor, to meet with Ms. Tran Thi Minh Uyen, room 21714, or Ms. Sirikwan P., room 21709, upon arrival in Thailand within a week to get assistance in preparing the required documents.

Documents required for the visa extension:

1. Passport
2. UTCC tuition fee receipt
3. TM.30 the Notification of Residence
4. E-Visa approval letter (If any)
5. One 2-inch colored photo (Formal picture without wearing glasses)

Remark: There is a THB 1,900 fee in cash; It is the person responsible for applying for the visa at the Immigration Bureau, Chaeng Watthana.

5.3 "90-Day Notification"

Students who hold A Non-Immigrant ED Visa are required to report for the 90-Day Notification if they stay longer than 90 days in Thailand. Please carefully note that a Non-Immigrant ED visa and the 90-Day Notification are completely separate. The 90-Day Notification is set when students have completed the first-time visa extension at the Immigration Bureau, Chaeng Watthana. The 90-Day Notification can be applied 15 days in advance or 7 days after the appointment date.

In case students have left Thailand before the appointment date. It will be reset and recounted upon arrival in Thailand. This is a personal responsibility; there is no requirement for the UTCC letter on this matter, and a fine of THB 2,000 is charged when reporting is ignored.

Documents required for the 90-Day Notification:

1. Passport (No requirement for a photocopy)
2. Completed application form for TM. 47 (This form is available at the Immigration Bureau, Chaeng Watthana)

Remark: Free of charge on this matter

5.4 Re-Entry Permit

A Re-Entry Permit is a requirement for students before leaving the country every single time while living in Thailand with a regular Non-Immigrant ED Visa (for a short-term program student). ** *A Non-Immigrant ED **Plus** Visa is a Re-Entry Permit exemption, which is for a long-term program. Kindly ignore this matter.*

2 Types of Re-Entry Permit application:

- Single Entry Permit: Suitable for a single time. (Fee of THB 1,000)

- Multiple Entry Permit: Suitable for travelling multiple times. (Fee of THB 3,800) ** This is strongly recommending students who intend to travel more than 4 times during the visa expiration period.

Remark: A Re-Entry Permit validity date is retained to the visa expiration date.

**Following the information, the application is available either at the Immigration Bureau, Chaeng Watthana in advance or at the immigration airport on the departure day.

Documents required for the Re-Entry Permit:

1. Passport (Photocopy is required)
2. Completed application form for TM. 8 (This form is available at the Immigration Bureau, Chaeng Watthana)
3. One 2-inch colored photo (Formal picture without wearing glasses)

5.5 Notification of Residence (TM.30)

This is important for all foreign students when staying in Thailand. The landlords are required to register their residential address with the Immigration Bureau, Chaeng Watthana, within 24 hours of the foreigner's arrival. Ensure to acknowledge them, as it is necessary for the visa matters each time.

Documents required for the Notification of Residence TM.30

Option 1: The landlord personally applies to the immigration office (all documents are required for a photocopy.)

1. Completed application form for TM. 30

2. Passport of the residential
3. Rental contract of the residential
4. House registration of the owner
5. Passport or citizen ID card of the owner

Option 2: Landlord personally applies online at https://tm30.immigration.go.th/tm30api/loginExternal.jsp?value=EXT&id=a71ab65907af6763c02353cbc6ca3c3f

6 Campus Services and Facilities

- Financial and Registrar Office (Second Floor, Building One.)
- Nurse Clinic (Building 22) (Doctor from Phayathai Hospital is available daily from 1:30pm to 4:30pm)
- Computer Office, Fourth Floor, Building 7 (Monday – Friday)
- Fitness Centre (in front of the University) Open daily.
- Co-Working Space (First Floor, Building 10)
- ISM Student Lounge (First Floor, Building 21)
- Library:
    - Floors 5-6, Building 24 (Monday – Friday), Reading Area --> 08.00 a.m.- 07.45 p.m.
    - Floor 7, Building 24 (Monday – Friday), Reading Area --> 08.00 a.m.-07.45 p.m.
    - Saturday and Sunday: Reading Area --> 08.00 a.m.-07.45 p.m.

Classroom Information.

Classrooms are numbered by their room and building, for example room 23204; which is Building 23, 2nd floor, Room no. 4 Or Room 71010; Building 7, 10th floor, Room no. 10

UTCC BUILDING DIAGRAM

แผนผังอาคาร มหาวิทยาลัยหอการค้าไทย

จัดทำโดย กองประชาสัมพันธ์
ฝ่ายสื่อสารการตลาดและวิเทศสัมพันธ์
ธันวาคม 2562

คณะบริหารธุรกิจ School of Business	อาคาร 24 ชั้น 12A 12A Floor, Building 24
คณะบัญชี School of Accountancy	อาคาร 24 ชั้น 14 14th Floor, Building 24
คณะเศรษฐศาสตร์ School of Economics	อาคาร 24 ชั้น 12 12th Floor, Building 24
คณะมนุษยศาสตร์และประยุกต์ศิลป์ School of Humanities and Applied Arts	อาคาร 24 ชั้น 9 9th Floor, Building 24
คณะวิทยาศาสตร์และเทคโนโลยี School of Science and Technology	อาคาร 24 ชั้น 12 12th Floor, Building 24
คณะนิเทศศาสตร์ School of Communication Arts	อาคาร 9 ชั้น 3 3rd Floor, Building 9
คณะวิศวกรรมศาสตร์ School of Engineering	อาคาร 19 ชั้น 3 3rd Floor, Building 19
คณะนิติศาสตร์ School of Law	อาคาร 3 ชั้น 4 4th Floor, Building 3
คณะการท่องเที่ยวและอุตสาหกรรมบริการ School of Tourism and Services	อาคาร 24 ชั้น 11 11th Floor, Building 24
วิทยาลัยผู้ประกอบการ College of Entrepreneurship	อาคาร 7 ชั้น 10 10th Floor, Building 7
วิทยาลัยนานาชาติเพื่อการจัดการ International College of Management	อาคาร 21 ชั้น 1 1st Floor, Building 21
คณะการศึกษาปฐมวัย School of Early Childhood Education	อาคาร 21 ชั้น 7 7th Floor, Building 21
บัณฑิตวิทยาลัย Graduate School	อาคาร 5 ชั้น 1 1st Floor, Building 5
คณะวิทยอัษฎี Extension School	อาคาร 7 ชั้น 12 12th Floor, Building 7
สำนักบริการทรัพยากรมนุษย์ Office of Human Resource Management	อาคาร 10 ชั้น 5 5th Floor, Building 10
สำนักทะเบียนและประมวลผล Office of the Registrar	อาคาร 1 ชั้น 2 2nd Floor, Building 1
กองการเงิน Financial Affairs Office	อาคาร 1 ชั้น 2 2nd Floor, Building 1
กองอาคารสถานที่และสิ่งแวดล้อม Office of Physical Facilities and Environment	อาคาร 16 ชั้น 1 1st Floor, Building 16
กองวิเทศสัมพันธ์ Office of International Relations	อาคาร 10 ชั้น 4 4th Floor, Building 10
กองประชาสัมพันธ์ Office of Public Relations	อาคาร 1 ชั้น 1 1st Floor, Building 1
ศูนย์รับสมัครนักศึกษา Admission Center	อาคาร 24 ชั้น 2 2nd Floor, Building 24
ศูนย์พยากรณ์ทางเศรษฐกิจและธุรกิจ Center for Economic and Business Forecasting	ข้างอาคาร 20 Next to Building 20
ศูนย์การค้าระหว่างประเทศ Center for International Trade Studies	ข้างอาคาร 20 Next to Building 20
ศูนย์ธุรกิจครอบครัว Family Business Center	อาคาร 7 ชั้น 14 14th Floor, Building 7
ศูนย์ศึกษาสื่อและการสื่อสารอาเซียน ASEAN Mass Communication Studies and Research Center	อาคาร 9 ชั้น 5 2nd Floor, Building 24
ศูนย์เอสเอ็มอี SME Center	อาคาร 20 ชั้น 5 5th Floor, Building 20
ศูนย์บริการวิชาการ Academic Service Center	อาคาร 10 ชั้น 5 5th Floor, Building 10
สถาบันยุทธศาสตร์การค้า Institute of Trade Strategies	อาคาร 20 ชั้น 5 5th Floor, Building 20
สถาบันวิจัยและพัฒนาโลจิสติกส์ Logistics Research and Develop Institute	อาคาร 17 ชั้น 1 1st Floor, Building 17
สถาบันวิจัยเพื่อการประเมินและออกแบบนโยบาย The Research Institute for Policy Evaluation and Design (RIPED)	อาคาร 21 ชั้น 7 7th Floor, Building 21
สถาบันวิชาการเพื่อธุรกิจการสาธารณะ-กิจธุรกิจและการกำกับดูแล Academy of Public Enterprise, Policy Business and Regulatio	อาคาร 3 ชั้น 3 3rd Floor, Building 3
ศูนย์การสร้างผู้ประกอบการที่ขับเคลื่อนด้วยนวัตกรรม The Innovation Driven Entrepreneurship Center (IDE)	อาคาร 1 ชั้น 1 1st Floor, Building 1
บริษัท e-Touch จำกัด e-Touch Co., Ltd.	อาคาร 7 ชั้น 11 11th Floor, Building 7
ศูนย์อาหาร Food Court	อาคาร 25 ชั้น 1 1st Floor, Building 25

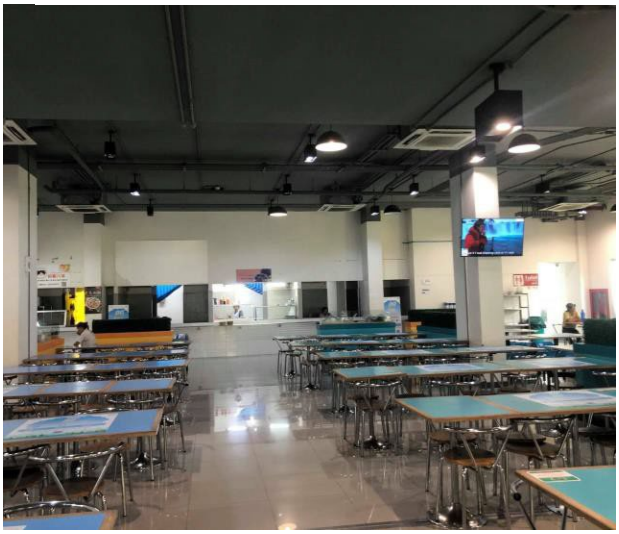
7 Where to find Food?

Food is readily available everywhere at a decent price (35 - 50 baht for a freshly cooked Thai food dish).

There are also numerous Western franchises in the many Bangkok shopping malls at slightly higher prices (e.g.: a medium pizza will be around 300THB, a steak set would be around 120 - 150 THB, etc.)

The Food Fair or Canteen at UTCC consists of various kinds of food available at very cheap prices including Thai food, Chinese food, Korean food, Halal food and Vegetarian food as well.

Moreover, there are several restaurants in front of UTCC that you can try on from Shabu Buffet restaurants to Japanese restaurants to choose from.



Important Places around UTCC

- Huai Kwang market – where you can get your everyday fruits and vegetables

Location : Pracha Songkhro Rd, Din Daeng, Bangkok 10400

- Big C Ratchada – Supermarket and Grocery Store

  Location: - 125 Ratchadaphisek Rd, Din Daeng, Bangkok 10320

- MRT Huai Kwang Station – closest MRT station from UTCC

https://www.bangkoktransitmap.com/

- Huai Kwang Police Station – nearest police station from UTCC

Location : 2000 Pracha Songkhro Rd, Din Daeng, Bangkok 10400

<u>Emergency Contact number in Thailand</u> (speaks English):

Tourist Police - 1155

Ambulance and rescue - 1554

Public Ambulance – 1669

- Esplanade Cineplex

You can experience different kinds of food from various restaurants and cafés here. Esplanade also includes a bowling alley, karaoke rooms and Cineplex Movie Theater as well.

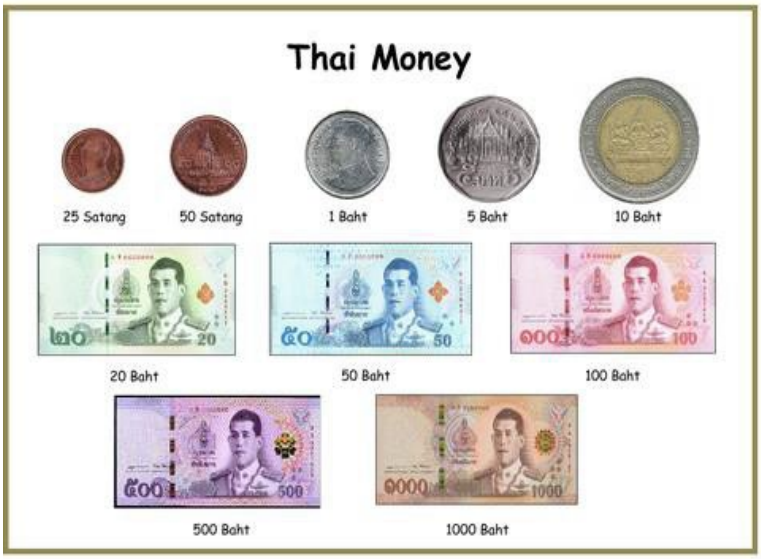
Location: 99 Ratchadaphisek Rd, Din Daeng, Bangkok 10400

- The Street Ratchada – This is a 24-hour lifestyle complex consisting of numerous stalls selling fashion, apparel, cosmetics along with extensive dining options. The Street also has many 24- hour cafés and restaurants as well along with a 24-hour fitness gym located at the 2nd floor.

Location: 139 Ratchadaphisek Rd, Din Daeng, Bangkok 10400

8 Thailand: Key Phrases and Money

Basic Thai Phrases	
Hello	Sawadee khrup/ka
Yes	Chai (khrup/ka)
No	Mai (khrup/ka)
Thank you	Khop Khun (khrup/ka)
Sorry/Excuse me	Khor thoad khrup/ka
Where is the restroom?	Hong nam yoo tee nai khrup/ka
I need a doctor	Phom dong gaan hai mor maa raak sa khrup/ka
No worries	Mai pen rai
Can you speak English?	Kun pood paasaa anggrit dai mai



9 Social Media

Facebook Page:

1. UTCC International School of Management – ISM

Facebook Group:

1. UTCC International School of Management (ISM)

Email: ism@utcc.ac.th

Address: University of the Thai Chamber of Commerce Floor 1, Building 21, 126/1 Vibhavadee - Rangsit Road, Dindaeng, Bangkok 10400, Thailand

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Website: https://ism.utcc.ac.th/