

# 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 126/1 Vibavadi Rangsit Road Bangkok 10400, Thailand
Email	<a href="mailto:ism@utcc.ac.th">ism@utcc.ac.th</a>
Website	<a href="https://ism.utcc.ac.th/">https://ism.utcc.ac.th/</a>
Tel	<b>Tel:</b> +66-(0)2-697-6140 <b>Tel:</b> +66-(0)2-697-6131
Deadline	Fall Semester: 30 May Spring Semester: 30 October
Semester Dates	Fall Semester: 15 August – 22 December (2023) Spring Semester: 8 January – 18 May (2024)
Language of Instruction	For all courses at the International School of Management the language of instruction is <u>English</u> .
English language requirements	Exchange students are <b>not</b> required to submit proof of their proficiency in English. Partner institutions are <u>advised</u> to use the requirements for fee-paying Bachelor students as a guideline: TOEFL 515 or IELTS 5.5 or equivalent. Partner institutions are expected to select students who meet these requirements.

### **Student Orientation Days: August 2023 and Jan 2024 Semesters (tentative)**

- ✓ **10am, Friday 18<sup>th</sup> August 2023– Initial Orientation.** Student Lounge, First Floor Building 21, ISM
- ✓ **9am, Friday 19<sup>th</sup> January 2024– Full Campus Induction and Welcome for all Students,** Student Lounge, First Floor Building 21, ISM

If you need any further information, please contact the ISM student services team for more information. The following colleagues will be happy to assist:

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

## 1 Introduction

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

UTCC is the oldest private non-profit higher education institution in Thailand. It offers degrees in Business Administration, Accounting, Economics, Humanities, Science, Communication Arts, Engineering and Law. It is a place where academic theories and business experiences are integrated, to produce graduates who can successfully meet the challenges facing today's businesses.

The International Programs of the ISM, which are operated through the medium of English, represent the academic expansion of the University of the Thai Chamber of Commerce in keeping with global business trends. The International College was founded January 15, 2010 and renamed in May 2019 to ISM to represent the status the School now has at UTCC, within Thailand, and the South-East Asia region. ISM has an ambitious vision and teaching and learning agenda which will see it strive towards leading international accreditation, notably AACSB, to support the excellent graduate outcomes it has achieved in the last 5 years.

Get your ID	Bring Identity Photo (any size) to Ms. Tee as soon as you arrive
Course enrollment	Bring your course list
Uniform	All Undergraduate students in Thailand are always obliged to wear students' uniform on Campus and during official University events. These can be purchased here, including the UTCC belt and pin (ISM office 1 <sup>st</sup> floor). All items together should cost less than 1,000 THB.  <b>Buying Uniform:</b> students can find the uniform shop in front of UTCC. The location of the shop is below:  Google link address: - 126 ซ.มหาวิทยาลัยหอการค้าไทย 4 ถนน วิภาวดีรังสิต 2 Din Daeng, Bangkok 10400 <a href="https://goo.gl/maps/RWckiFHFhEA1xdq6">https://goo.gl/maps/RWckiFHFhEA1xdq6</a>  <b>Update for 2023:</b> this rule has been relaxed, however, the student uniform still makes a good souvenir to remember your study time at UTCC iSM
Health Insurance	Students <b>must</b> have health / travel insurance as UTCC ISM will not be held responsible for any medical costs incurred!

## 2 Accommodation Information

Once you arrive, we would suggest hotel nearby the university area

- Resort V - MRT Huai Kwang
- LA tower
- Sarasinee mansion
- Or any other hotel nearby as per the students' preference

UTCC does not provide on-campus housing, however, 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

\*The price shown on the website is for 1-year contract but if you are going to stay JAN - MAY the price will be higher for 5-6 months contract, so you must talk call them first if they accept 5-6 months contract or not.

### Recommended List of Condominiums

Avg. prices

1 bedroom = 12,000 - 15,000 THB (living room, 1 Toilet, bedrooms, kitchen counter, fully furnished)

2 bedrooms = 22,000 THB (living room, 1 Toilet, 2 bedrooms, kitchen counter, fully furnished)

\*NOTE: Electricity unit charge is cheaper than an apartment rate, so you save more money for the bill

<ul style="list-style-type: none"><li>• Metro Luxe Ratchada condo</li></ul>	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 <a href="https://bit.ly/2Fd6IOP">https://bit.ly/2Fd6IOP</a> << This is new condominium very nice and has resort environment Location : Metro Lux <a href="https://goo.gl/maps/YcyPZhBhccUXDcWdA">https://goo.gl/maps/YcyPZhBhccUXDcWdA</a> There are many more condominiums around the area "Huaikhwang MRT station"
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## Apartment around university

Avg. prices

Studio room is around 5,000-7,000 THB

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: <a href="https://bit.ly/2rRMN05">https://bit.ly/2rRMN05</a> Pics: <a href="https://bit.ly/2KaEkR9">https://bit.ly/2KaEkR9</a>
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: <a href="https://goo.gl/maps/FYrPcQ8KPoKNy7Gb8">https://goo.gl/maps/FYrPcQ8KPoKNy7Gb8</a> Pics: <a href="https://bit.ly/2PgdeK2">https://bit.ly/2PgdeK2</a>

\*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/1AcCw8ocaPgJEBjrUwhjCi30F6ddZKqa62QxPihlkvn4/edit#slide=id.g7bce806c1a\\_0\\_123](https://docs.google.com/presentation/d/1AcCw8ocaPgJEBjrUwhjCi30F6ddZKqa62QxPihlkvn4/edit#slide=id.g7bce806c1a_0_123)

For higher quality condominiums, you can consult the following link:

[https://cdn.fbsbx.com/v/t59.2708-21/84499252\\_1223031481228840\\_2983251281272897536\\_n.html/LEASING\\_01\\_FA\\_SALE.html?nc\\_cat=100&nc\\_sid=0cab14&nc\\_ohc=t1M6rQAH1ToAX-aZVK3&nc\\_ht=cdn.fbsbx.com&oh=953e09cf9a36c58373442f02236fe55f&oe=5E5B2E81&dl=1&fbclid=IwAR3WEUekodkDDCeisrCUw1qCR8ODemevRQE5LfyIGSi-S-oEZ9qrehBFsMo](https://cdn.fbsbx.com/v/t59.2708-21/84499252_1223031481228840_2983251281272897536_n.html/LEASING_01_FA_SALE.html?nc_cat=100&nc_sid=0cab14&nc_ohc=t1M6rQAH1ToAX-aZVK3&nc_ht=cdn.fbsbx.com&oh=953e09cf9a36c58373442f02236fe55f&oe=5E5B2E81&dl=1&fbclid=IwAR3WEUekodkDDCeisrCUw1qCR8ODemevRQE5LfyIGSi-S-oEZ9qrehBFsMo)

### 3 Transportation and Phone calls 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).

**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).

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

Transportation	<p><b>MRT (Underground transportation):</b> Nearest MRT is Huai Khwang Station</p> <p><b>BTS (Sky Train):</b> Nearest BTS is Victory Monument or Saphan Khwai Station</p> <p><b>Taxi:</b> Meter Taxi (start at 35 THB for first 1.5km, then charge 5 THB per km) or Grab Application</p> <p><b>Moto taxi:</b> 20 THB from MRT Huai Khwang to UTCC Campus</p>
Travel around Thailand	<p>Loads of options available such as trains (Hua Lampong), busses, vans (Ekkamai bus station), taxis, motorcycle, and plane (Nok Air, Air Asia, Thai Lion Air etc.)</p>
Phone calls	<p>3 major mobile providers, with similar prices. Sim cards can be bought at airport or any shopping mall and 7-11 convenient.</p> <p>The cost of a Sim card is around 300 THB, and then you can buy top-up credit from any 7/11.</p> <p>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)</p>

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

## **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**

### **5.1 Getting your Visa:**

#### **5.1.1 Tourist visa**

If you enter Thailand on a Tourist visa (Non-immigrant “TR”), you must convert your visa type to an Education Visa – also known as Non-Immigrant “ED” visa. The validity of the Tourist Visa issued by the Royal Thai Embassy or Immigration Bureau will usually be for 30-60 days (Depending on the country of origin) from the date of arrival in the Kingdom. You must convert your visa to type “ED” within the period of validity. You will receive your converted visa 15 days after application.

You must inform and submit all documents to the Student Visa Support Officer (Ms. Bui, Fourth Floor, building 10) as soon as you arrive at UTCC, after which Students Services will prepare the required documents.

You must submit your application at least 30 days before the Tourist Visa expiry date.

#### **Documents required for Immigration:**

1. Original passport
2. Completed Application Form for Change of Visa (TM. 86)
3. UTCC Receipt of Tuition fee
4. One 2-inch photo
5. A copy of your academic qualification documents (High-School transcripts and diploma, IGCSE or GED results, bachelor diploma etc.)
6. Other documents from university

7. 2,000 Baht fee (payable at the Immigration)

### **5.1.2 Education Visa**

Once a student is registered online, we will send you all the necessary documents in order to apply for your student visa at the Royal Thai Embassy or Thai Consulate in your country. (If not, you can visit the nearest Royal Thai Embassy).

### **5.2 Visa Extension**

The validity of your Education Visa, called Non-Immigrant “ED”, issued by the Royal Thai Embassy or Immigration Bureau is 90 days from the date of entering the Kingdom. The stay permit is stamped in your passport and the Departure Card (T. M. 6) by the Immigration Officials upon your arrival in Thailand.

The application for the extension must be made to the Immigration Bureau as early as 45 days before the end of your current stay permit or extension. The duration of your visa is indicated by UTCC, though the ultimate decision on your visa duration is made by the Immigration Bureau. Your visa duration will depend on the conditions set in the UTCC visa policy below.

You must inform and submit all documents to the Student Visa Support Officer at least 45 days before the expiration date of your Non-ED visa. The Student Visa Support Officer will provide the necessary supporting documents and prepare transportation to the Immigration bureau.

#### **Documents required for Immigration:**

1. Original passport
2. Completed Application Form for Extension of Temporary Stay in The Kingdom (TM. 7)
3. UTCC Receipt of Tuition fee
4. One 2-inch photo
5. University Transcript
6. Other documents from the university
7. 1,900 Baht fee (payable at the Immigration)

### **5.3 “90 Days Report”**

Notification of Staying Longer than 90 Days, or the 90 Days Report is required if you stay in Thailand longer than 90 days on an Education “ED” Visa.

This is not the same as extending your visa and needs to be done periodically - every 90 days or 3 months - you spend at a stretch in Thailand. This cycle of reporting is required for the entire duration of your stay in Thailand.

The 90 Day count starts from the date which you enter Thailand. You are required to submit the 90 days report to immigration 15 days before and up to 7 days after the end of the 90 days period.

Once you report to immigration, you will receive a “Receipt of Notification” that indicates the date of your next required report.

It is your responsibility to ensure that you submit documents to immigration within 15 days before or 7 days after the expiration date.

If the Receipt of Notification is lost, you must report to the police station. The notice issued by the police must be submitted to the Immigration Bureau.

The first application for extension of stay is equivalent to the notification of staying in the Kingdom over 90 days.

If you leave the country and re-enter, the day count starts at 1 in every case.

**Documents required for Immigration:**

1. Original passport
2. Completed Application Form of Staying Longer Than 90 days (TM. 47)
3. No fees are charged for this service

**5.4 Re-Entry Permit**

While you are on your Education visa, if you intend to leave Thailand for a trip abroad, a re-entry Permit is required in order to re-enter Thailand. With a re-entry permit, your current visa remains valid during your temporary stay outside Thailand.

**There are two types of re-entry permits:**

**Single Entry:** Allowing you to leave and re-enter Thailand only once.

**Multiple Entry:** Allowing you to leave and re-enter Thailand multiple times till the validity of your visa.

Multiple Entry is strongly recommended for students who are on a 12-month visa and plan to travel outside of Thailand.

Re-Entry Permit must be applied for, in-person, by the passport holders (you) only. The Immigration Bureau at Chaeng Watthana is usually able to process a re-entry permit on the same day. You may also apply for the same at the Immigration Checkpoint in the airport during departure.

You need to ensure that you submit your documents to the immigration bureau before leaving the country and get the re-entry permit stamp on your passport.

You can apply for a re-entry permit at the airport before leaving the country.

**Documents required for Immigration:**

1. Passport with a photocopy
2. Completed Application Form for Re-Entry into the Kingdom (TM. 8)
3. One 2-inch photo taken within the last 6 months
4. Fees (payable at the Immigration) Thai Baht 1,000 for single re-entry (Baht 1,200 at the airport); Thai Baht 3,800 for multiple re-entries (Baht 4,000 at the airport)



## 5.5 Residence Registration

All foreign nationals residing in Thailand are required to register their current residential address with Thai Immigration.

Popularly known as TM30, the underlying laws are about the obligation of a landlord (or house master, possessor, manager) to report the stay of a foreigner (non-Thai national) in his/her property. All foreigners staying in Thailand and their hosts should be aware of this. Landlords renting out their premises to foreigners are required to report the residential status of the foreigner within 24 hours of arrival of foreigners. The reporting needs to be done on each occasion the foreigner leaves the premises (travels to a different province or country) and returns to take-up residence again at the said premises.

In principle, the prime responsibility of reporting a foreigner rests with the property owner, not with the tenant or with the agent or property manager, but all could experience trouble when the papers are not in good order. Reportedly, there have been cases that tenants were fined instead of the landlord, when they reported at Immigration for 90-days or to get a visa extension.

**Please ensure that your landlord is consistently reporting your arrival to Immigration using the TM.30 form. The reporting needs to be done every time you leave Thailand and return with a new (arrival and) departure card in your passport, because your departure card number has changed.**

You can submit the same to the Immigration directly, in case your landlord is unavailable or refuses to report.

### **Documents required for Immigration:**

1. Completed Application Form (TM. 30)
2. List of foreign nationals residing at the given premises along with passport numbers, departure card numbers and dates of arrival.
3. Copy of the title deed of the property.
4. Copy of rental contract with landlord.
5. Photo ID (Thai Citizen ID) of landlord.

## 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 Room 23204; which is Building 23, 2nd floor, Room no. 4 Or Room 71010; Building 7, 10th floor, Room no. 10



## 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

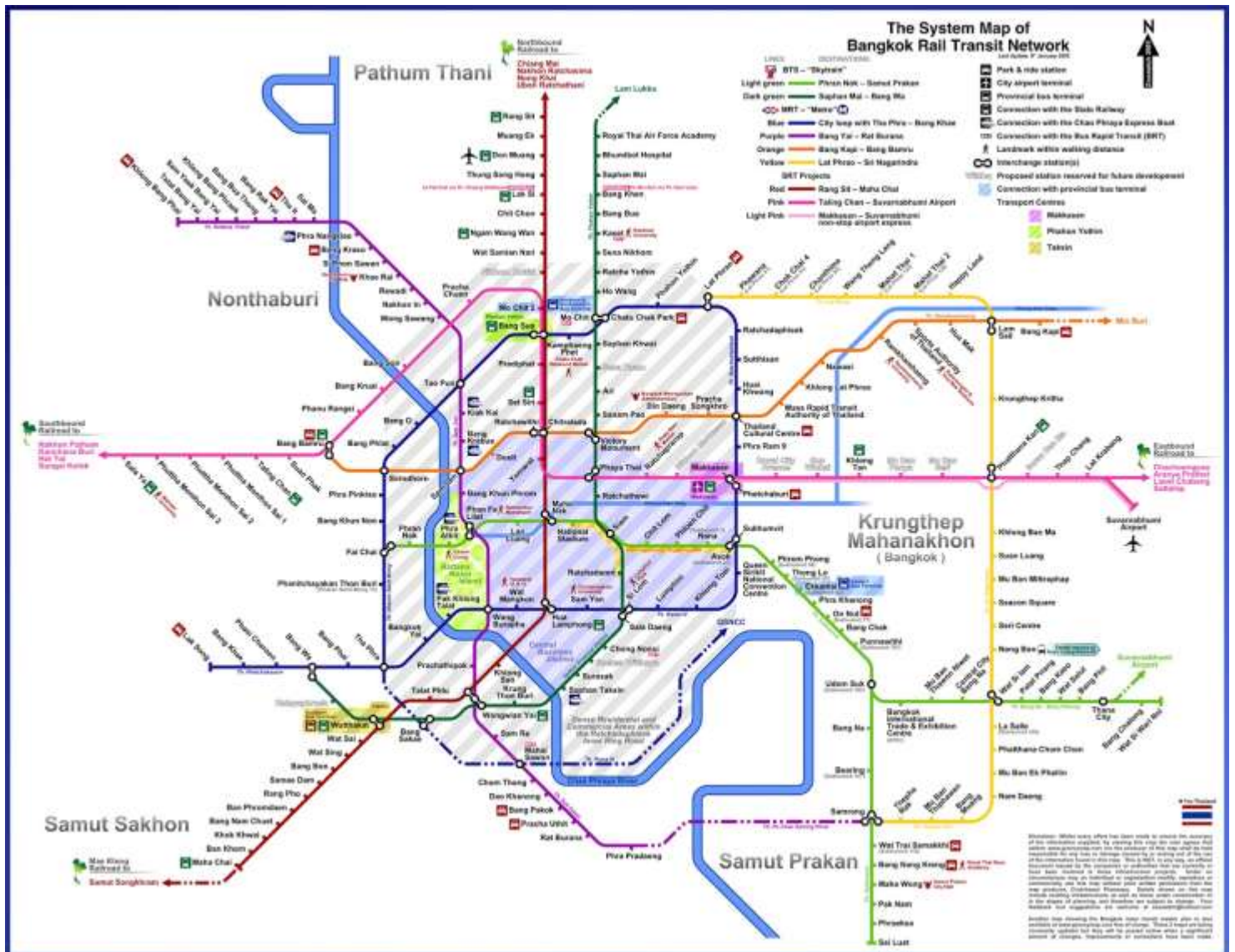


- Big C Ratchada – Supermarket and Grocery Store

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



- MRT Huai Kwang Station – closest MRT station from UTCC



- Huai Kwang Police Station – nearest police station from UTCC

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



Emergency Contact number in Thailand (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 Mall** – 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 2<sup>nd</sup> 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
2. UONUTCC

### Facebook Group:

1. UTCC International School of Management (ISM)

**Line:** utcc\_inter

**Email:** [ism@utcc.ac.th](mailto:ism@utcc.ac.th)

[uon@utcc.ac.th](mailto:uon@utcc.ac.th)

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

**Tel:** +66-(0)2-697-6140 **Tel:** +66-(0)2-697-6131 **Fax:** +66-(0)2-276-2176

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