ORIENTATION AND GUIDANCE FOR NEW STUDENTS
AUGUST 2019 SEMESTER INTAKE

To assist new students to quickly and easily adapt to their new environment, the Institute has put in place a well-developed support structure that will help them settle. Before classes start, the Institute holds an all-day institute-wide orientation for all new intakes, followed by another orientation in each Department and School. On the institute's orientation day, incoming students are briefed on what to expect in their years of study at the Institute.

ARRIVAL (29 July – 31 July 2019)

Students are encouraged to be at AIT not later than 31 July 2019. The Accommodation Allocation for new students will be on 1 August 2019. Please email your flight details to suaccom.ait@gmail.com. If you are arriving before 31 July 2019 or after the arrival period, you are advised to take an airport taxi to AIT. For the AIT location map, please visit https://www.ait.ac.th/visit/

Please bring your original transcripts, degree certificate and other documents to confirm the originality of your submitted documents during the registration period. Please have an extra copy of the Offer Letter and Certificate of Admission for accommodation purposes. Get to know your campus and make sure you contact the Student Union for practical advices. For non-Thai students, four additional photos (*size 4 x 6 cm with white background; formal attire)* must be submitted to the Government Relations Unit for the extension of your educational visa after one week upon arrival. Please write your full name, AIT School, and Nationality at the back of all photographs.

PRE-REGISTRATION

Students who have submitted all the required documents for admission and proof of payment of first semester fees may register even before the formal registration on 2 August 2019. Please contact the Office of Student Affairs located at the Ground Floor of Administration Building and present the original documents. Students who attended the Bridging Program are also required to register and attend the institute-wide orientation program on 2 August 2019.

INSTITUTE-WIDE REGISTRATION/ORIENTATION PROGRAMME (2 August 2019)

08:00 – 09:30 **REGISTRATION (Venue: AIT Conference Center Lobby)**
(a) Present your original transcript and degree certificate; (b) other required documents; (c) a copy of receipt / proof of tuition and fees payment. The Student ID Card and Internet Access/Log-in Password will only be issued after submission of all the required documents and payment of first semester tuition and fees. Photo taking for Student ID is done by the Registry Unit.

9:30 – 9:45 **Group Photo at the AIT Landmark (Globe)**

9:45 – 10:45 **ORIENTATION (MORNING PROGRAM)**
Venue: Robert B. Banks Auditorium
- *Welcome Remarks by the AIT President*
- *Welcome Remarks by the AIT Vice Presidents and Introduction of the School Deans*
- *Welcome Remarks by AIT Student Union President*

10:45 – 11:45 Welcome fun Activities to be facilitated by the Student Union

11:45 – 12:45 Lunch Break at the Cafeteria

13:00 – 15:00 **ORIENTATION (AFTERNOON PROGRAM)**
Venue: Robert B. Banks Auditorium
- *Entrepreneurship, Innovation and Start-up Opportunities at AIT*
- *Language Center Services and the English Language Requirements*
- *Academic Requirements and Practices*
- *Facilities Management and Accommodation Policies*
- *Career Center and Student Welfare*
- *IT Services and Visa*

STUDENT UNION WELCOME PARTY TO NEW STUDENTS (16 August 2019)

18:00 – 21:00 EVENING: AIT Student Union Welcome Dinner Program
Venue: AITCC

SCHOOL BRIEFINGS

The schedules and venues of School briefings will be announced during the Institute-wide orientation.

LIBRARY BRIEFING

The schedules on the Library briefing will be announced during the Institute-wide orientation.

AIT WRITING TEST

All new students (Master, Doctoral, CAS, Master's leading to Doctoral, Diploma, Dual-Degree, Professional Master or Certificate leading to Master) **must take the Academic Writing Placement Test** (AWPT) to validate their writing scores and to be able to register for classes.

The AWPT consists of two academic tasks: Task 1 – Describing Data and Task 2 – Writing an Essay. (Go to the AIT Language Center website at http://www.languages.ait.ac.th/to see a sample test. The AWPT is similar to the IELTS Academic Writing Test.)

The AWPT scheduled testing times are:

AWPT for the August 2019 Intake semester will be offered from Monday 5th to Wednesday 7th August 2019 at 8.30; 10:00; 13:00 and 14:30 (No Registration Needed). Students must bring their student ID card, or their AIT ID number with a passport or Thai I.D. card, to the Language Center, Room 216 (be on time)

For late arrivals, you need to go to the Language Center as soon as possible to make an appointment to take the test.

ENQUIRIES

1. **Tuition and Fee Payment** - Contact Prateep Chouychoo, Cashier Supervisor at Finance Department:
   Please ensure that the first semester tuition and fees have been paid to the AIT account as per the specifications provided in the Financial Assurance Form. For further inquiry call (66-2) 524-5049/59, or E-mail: prateep@ait.asia

   Payment may be made by bank transfer payable to the ASIAN INSTITUTE OF TECHNOLOGY in fixed Baht rate or converted US$ rate through AIT's account (A/C# 468-046301-2; Swift Code: SICOTHBK) at Siam Commercial Bank (SCB), Thammasat University Hospital Branch, Bank Address, 95 Moo 8, Klong Nueng, Klong Luang, Pathumthani 12120, Thailand.

2. **Payment of other Campus Fees –** Contact Cashier, Finance Department:
   In addition to the tuition and fees, there are other campus fees payable upon enrolment such as Standard Medical Insurance of 2,599 Baht per year and Student Union Fee of 150 Baht per semester if not paid together with the tuition fees. For other options on medical insurance please contact Ms. Pae or call (66-2) 524-5064, E-mail: student-welfare@ait.ac.th

3. **Due dates of the tuition fees to be paid from 1st to 6th Semesters**

August Semesters	January Semesters	Programs	Remarks
4 August 2019	5 Jan 2020	Special, Certificate, Diploma, Master and Doctoral Program	Must settle the fees on time to avoid interest charges and other administrative action on nonpayment of dues.
4 August 2020	5 Jan 2021		
4 August 2021	5 Jan 2022		

4. **AIT Scholarships** - Contact Ms. Christine, Scholarships Unit:
   You are advised to bring personal funds (about US$300) to cover at least the first 2 weeks of living on campus as the first month bursary is normally provided two weeks after enrolment. For further inquiry, call (66-2) 524-5012; E-mail: christin@ait.ac.th

5. **Accommodation –** Contact Ms. Soutthanome Keola, Accommodation Office or call (66-2) 524-5093; E-mail: accommodation@ait.ac.th

6. **Passport and Visa -** Contact Ms. Suda, Government Relations Unit:
   Office is located at the Ground Floor, Administration Building or call (66-2) 524-5022; E-mail: gru@ait.ac.th

7. **Medical Registration and Health Issues** - Contact AIT Medical Clinic at the AIT Conference Center Arcade or call (66-2) 524-5286; E-mail: medical@ait.ac.th. Please submit the Health Screening Form to the Medical Clinic.

8. **Campus Safety and Security –** Contact Security Guard at Gate 1, Guard House or call (66-2) 524-6000

9. **Opening a Local Bank Account**:
   The staff of Kasikorn Bank (office located at the entrance of AIT) will visit AIT on Tuesday, 6 August, 9:00 am – 3:00 pm; Wednesday, 7 August, 9:00 am – 3:00 pm, to accept applications for opening of savings account. Requirements: 1) Passport Copy (information page); 2) Visa page Copy; 3) Student ID Card or copy of Certificate of Admission. Please prepare Baht 650 for the payment of Debit Card and prepare at least 500 Baht (approx. USD 15) as a minimum savings account deposit.

Admissions and Scholarships Unit   E-mail: admissions@ait.ac.th / Telephone : (66-2) 524-5031 to 5033/5024, AIT Central Telephone: (66-2) 524 5000