

STUDENTS CHECKLISTS

- Part I: Checklist for New Students (and Continuing Students, *where applicable*) Overseas
Part II: Online Registration Process for New Students Overseas (*for those who will not be able to arrive Thailand before 3 August 2020*)
Part III: Checklist For New Students (and Continuing Students, *where applicable*) in Thailand
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PART I: CHECKLIST FOR NEW STUDENTS (AND CONTINUING STUDENTS, *where applicable*) FROM OVERSEAS

PRE-DEPARTURE CHECKLIST

Complete Final Admission Details

- Admission Offer letter and Certificate of Admission
- Financial Assurance Form and Financial Acceptance
- Letter of Support/Scholarship Offer or Evidence of availability of fund

Visa (ED Visa)

- Application form for Non-immigrant visa education visa (Type “ED”) at nearest Thai Embassy or Consulate in home country
 - Passport
- a. Group I students (Nationals of all other countries not mentioned in b. & c. below):
- Visa Letter issued by Admission Office
 - Certificate of Admission
 - Offer letter and Evidence of availability of fund or receipt of first semester fees
- b. Group II/IIA students (II-Nationals of Bangladesh, Colombia, Ecuador, Iran, Kuwait, Mexico, Pakistan, Sri Lanka, Trinidad and Tobago, and most of the African countries; IIA-Nationals of Afghanistan, China, and Iraq)
- Police Clearance Certificate
 - Visa Authorization Letter issued by the Ministry of Foreign Affairs (MOFA), Thailand received from AIT
 - Certificate of Admission
 - Offer letter and Evidence of availability of fund or receipt of first semester fees

- AIT Education License + supporting documents of the Coordinator of Admissions and Scholarship office (copy of AIT's authorized person's passport, his/her work permit and AIT ID card)

c. Group III students (Nationals of Cambodia, Mongolia, and Vietnam):

- Visa Authorization Letter issued by the Ministry of Foreign Affairs (MOFA), Thailand received from AIT
- Certificate of Admission
- Offer letter and Evidence of availability of fund or receipt of first semester fees
- AIT Education License + supporting documents of the Coordinator of Admissions and Scholarship office (copy of AIT's authorized person's passport, his/her work permit and AIT ID card)

d. Group IV students (*continuing students overseas whose "ED" visas already expired while not in Thailand*):

Continuing students who are overseas and their "ED" visas have expired are requested to contact the AIT Government Relations Unit (gru@ait.ac.th). GRU will send a letter to MOFA to process the request for a new "ED" visa.

Application for a Certificate of Entry to Thailand at the Thai Embassy or Consulate

- Copy of a valid "ED" visa issued by the Thai Embassy or Consulate to study in Thailand
- Health insurance policy with coverage of at least US\$100,000, including coverage for Covid-19 treatment.

Prepare the following documents

- Certificate of Entry (CoE) to Thailand obtained from the Royal Thai Embassy / Consulate in your home country or current location
- Fit-to-Fly certificate obtained
- Covid-19 test certificate issued not more than 72 hours before departure
- Health insurance policy with coverage of at least US\$100,000, including coverage for Covid-19 treatment. The AIT Admissions Unit will provide you a certification issued by Generali, the health insurance provider for AIT students in Thailand, of your medical insurance coverage during your AIT studies in Thailand.
- Government certification of quarantine venue in Thailand

Communicate flight details to admissions@ait.ac.th

14-day self-isolation before departure

Required documents to be presented upon registration at AIT:

- Original documents submitted for AIT admission e.g. transcript of record, diploma/degree certificate, proof of English proficiency (IELTS, TOEFL, etc.)
- ID photo (recent, 5-6 copies, 4x6 cm in white background, with collared shirt)
- Copies of the Offer Letter and Certificate of Admission for accommodation purposes

- Laptop

- Cash (in Baht or major currency for exchange upon arrival in Thailand)

DEPART FOR THAILAND

At the Airport of exit (at current country of location)

- Show documents
 - Boarding pass
 - Certificate of Entry to Thailand;
 - Completed and signed "Declaration Form"
 - Fit-to-Fly certificate obtained not more than 72 hours before departure
 - Health insurance policy with coverage of at least US\$100,000, including coverage for Covid-19 treatment

ARRIVE THAILAND

At the Airport in Thailand

- Submit documents
 - Certificate of Entry (CoE) to Thailand
 - Fit-to-Fly certificate
 - Covid-19 test certificate (from home country)
 - Health insurance policy with coverage of at least US\$100,000, including coverage for Covid-19 treatment
 - Government certification of quarantine venue in Thailand

- Enter data into contact tracing system
- At least 14-day quarantine in Thailand
- Covid-19 testing by RT-PCR method during quarantine

- Airport pick-up schedule

POST-ARRIVAL CHECKLIST

- Registration
- Pay Fees (registration and tuition fees)
- Apply for Accommodation
- Activate SIS
- Consult GRU (Passport Keeping and Visa Matters)
- Orientation (Institute-wide, School and Department Level)

PART II: ONLINE REGISTRATION AND SETTLEMENT OF FEES FOR NEW STUDENTS (AND CONTINUING STUDENTS, *where applicable*) OVERSEAS *(for those who will not be able to arrive Thailand before 3 August 2020)*

Registration of courses online

- A username and password to provide you access to the Student Information System (SIS). This will be sent to you by email from a staff of your Academic Program.
- Guidelines on registration for courses
- Guidelines to attend **the interactive online classes supported by AIT's new Hybrid Instruction system**

Settlement of the tuition fees *(for self support students and those with external donors)*

- Scanned copy of the receipt of the first (Fall) semester tuition and other fees to be sent to aso@ait.ac.th
 - Because of Covid-19, there may be difficulty in transferring the funds on time due to restrictions at your home country or current location. If so, please contact the Admissions and Scholarships Coordinator, Dr. Tenzin Rabgyal (tenzin@ait.ac.th).
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**PART III: CHECKLIST FOR NEW STUDENTS (AND CONTINUING STUDENTS, *where applicable*)
ALREADY IN THAILAND**

PRE-JOINING CHECKLIST

Complete Final Admission Details

- Acceptance of Admission/Certificate of Admission
 - Financial Assurance Form and Financial Acceptance
 - Letter of Support/Scholarship Offer

 - 14-day self-isolation before joining AIT

 - Prepare the following documents
 - Fit-to-Study medical certificate
 - a. Category 1: continuing students residing on campus -- required to undergo a health checkup at the AIT Medical Center within the month of July
 - b. Category 3: new and continuing students in Thailand residing off-campus must bring their own medical certificate. Their medical certificate obtained from their home countries/Thailand must include a physical examination and checkup of the pharynx/throat/heart/lungs.

 - Other documents
 - Original documents submitted for AIT admission e.g. transcript of record, diploma/degree certificate, proof of English proficiency (IELTS, TOEFL, etc.)
 - ID photo (recent, 5-6 copies, 4x6 cm in white background, with collared shirt)
 - Copies of the Offer Letter and Certificate of Admission for accommodation purposes
- Note: Non-Thai students residing in Thailand, please contact tenzin@ait.ac.th*
- Laptop

 - Cash (in Baht or major currency for exchange)

AT AIT CHECKLIST

- Registration
- Pay Fees (registration and tuition fees)
- Apply for Accommodation
- Activate SIS
- Consult GRU (Passport Keeping and Visa Matters)
- Orientation (Institute-wide, School and Department Level)