

## **ORIENTATION AND GUIDANCE FOR NEW STUDENTS JANUARY 2016 SEMESTER**

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 School and Field of Study. On the institute's orientation day, incoming students are briefed on what to expect in their years of study at the Institute.

### **ARRIVAL (01 – 03 January 2016)**

Students are encouraged to be at AIT not later than 03 January 2016. The Accommodation Allocation for new students will be on 04 January 2016. Please email your flight details to [suaccom.ait@gmail.com](mailto:suaccom.ait@gmail.com). If you are arriving before 03 January or after the arrival period, you are advised to take an airport taxi to AIT. For the AIT location map, please visit <http://www.ait.ac.th/AIT/aitloc.html>

Please bring 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. All students are required to bring one passport size photo (4 cm x 6 cm) to be attached to the registration form. For non-Thai students, four additional photos must be submitted to the Government Relations Unit for visa. 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 04 January 2016. Please contact the One-Stop Student Office located at the Ground Floor of Administration Building. Students who attended the Bridging Program are also required to register and attend the institute-wide orientation program on 05 January 2016.

### **INSTITUTE-WIDE REGISTRATION/ORIENTATION PROGRAMME (05 January 2016)**

08:00 – 09:45 **REGISTRATION (Venue: AITCC Auditorium)**

Submit: (a) registration form with attached decent passport size photo (4 cm x 6 cm); (b) 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. A payment of 100 Baht is required.

10:00 – 10:30 **ORIENTATION (MORNING PROGRAMME – ‘AIT and Your Future’)**

**Venue: AITCC Auditorium**

- *Welcome by AIT President*
- *Address by AIT Vice President for Academic Affairs*
- *Brief Remarks by School Deans; SERD, SET and SOM*
- *Brief Remarks by AIT Student Union President*

10:30 – 10:45 Open Forum and Group Photo at the AIT Landmark

11:00 – 12:00 Lunch Break

13:00 – 15:30 **ORIENTATION (AFTERNOON PROGRAMME: ‘Proud of Being at AIT’)**

**Venue: AITCC Auditorium**

- *Student Code of Conduct, Ethical Behavior and AIT Harassment Policy*
- *Academic Requirements and Practices*
- *Language Center Services and the English Language Requirements*
- *Student Welfare, Placement, Counseling and Medical Services*
- *Educational Visa and Government Relations Services*
- *Student Accommodation and Facility Management*

### **STUDENT UNION WELCOMES PROGRAMME (15 January 2016)**

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 AIT Writing Test (AWT)** to validate their writing scores and to be able to register for classes.

The AIT Writing Test 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.ait.ac.th/education/LanguageCenter> to see a sample test. The AWT is similar to the IELTS Academic Writing Test.)

### **The AIT Writing Test scheduled testing times are:**

From 06 – 08 January 2016, AWT starts in the Language Center (Room 216) at 8:30 a.m., 10 a.m., 1:00 p.m. and 3:00 p.m. (Be on time; no one will be admitted late).

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, Fax No. (66-2) 524-5039 or E-mail: [prateep@ait.asia](mailto: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. For other options on medical insurance please contact Ms. Carla or call (66-2) 524-5064, E-mail: [student-affairs@ait.ac.th](mailto:student-affairs@ait.ac.th)
3. **AIT Scholarships** - Contact Ms. Christine, Scholarships Unit:  
You are advised to bring personal funds (about US\$100) 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](mailto:christin@ait.ac.th)
4. **Accommodation** – Contact Ms. Patcharee, Accommodation Office or call (66-2) 524-5093; E-mail: [accommodation@ait.ac.th](mailto:accommodation@ait.ac.th)
5. **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](mailto:gru@ait.ac.th)
6. **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](mailto:medical@ait.ac.th). Please submit the Health Screening Form to the Medical Clinic.
7. **Campus Safety and Security** – Contact Security Guard at Gate 1, Guard House or call (66-2) 524-6000
8. **Opening a Local Bank Account - Contact Kasikorn Bank:**  
The bank is located at the entrance of AIT. Please present your Passport and AIT Student ID 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](mailto:admissions@ait.ac.th) / Telephone : (66-2) 524-5031 to 5033/5024 Fax: (66-2) 516-2120 AIT Central Telephone: (66-2) 524 5000 / Fax: (66-2) 5162126