

ENROLMENT GUIDELINE FOR GRADUATE STUDY KHON KAEN UNIVERSITY

3rd Floor, Bimala Kalakicha Building, Khon Kaen University, 40002, Thailand.
E-mail: graduateinter@kku.ac.th Website: <https://gs.kku.ac.th>
Tel: (+66)43-202420 Fax: (+66)43-202421

1. Visa Application

Students are to bring 1) Letter of Acceptance and 2) Letter of Visa request to apply for visa at the Royal Thai Embassy, and must hold a Non-immigrant visa, type "ED". If another type of visa is holding, extension of visa with student status at Khon Kaen University will not be allowed.

2. Enrolment Document Preparation

Students are to submit the following documents on the enrolment date:

1. 1 Photo (to be used for student ID card)

*Note: Photos are to be in formal and appropriate dress, T-shirt is not accepted.

2. 1 Khon Kaen University Graduate Study Enrolment Form with 1 photo attached

3. 1 copy of passport with the original one showing

4. 1 copy of transcript

5. 1 copy of health insurance follow the announcement attached (If not yet receiving health insurance card, a copy of a payment showing the evidence of buying is accepted)

6. 2 copies of English Proficiency Result (One to Graduate School, and the other to the faculty staff)

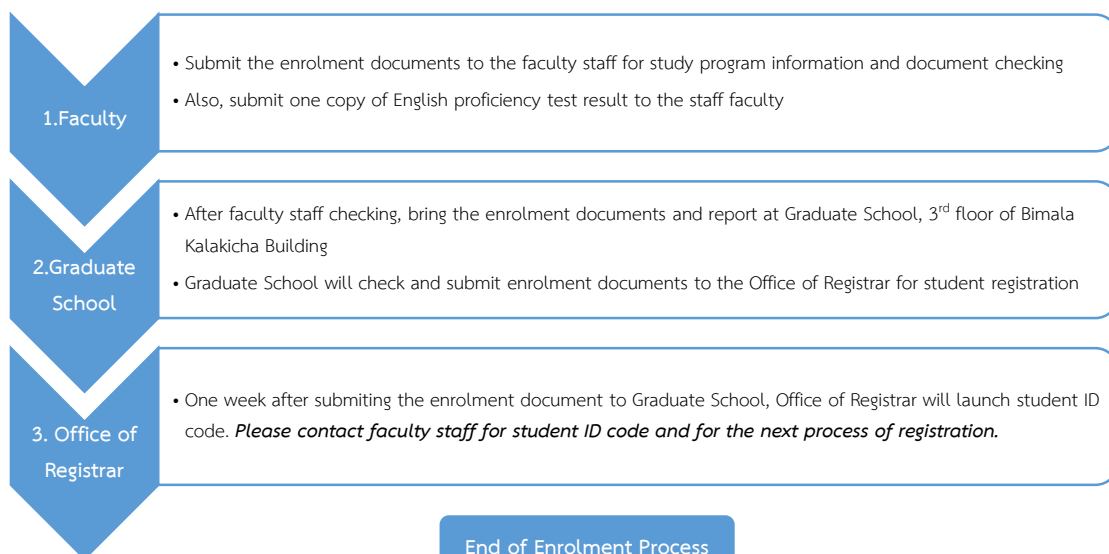
7. Pay Graduate Study Application Fee for 1,200 Baht

*** All copies are to be sign on to certify true copy*

**** Graduate School will not accept the report if any of required document is missing*

3. Enrolment Process

Student is to report by himself or herself at Khon Kaen University **before the starting date of the semester - January 7, 2019.**



Note:

- Student card can be received at International Relations Division, 4th floor of Bimala Kalakicha Building 1 month after semester begins.

- For your beneficial information about graduate study, please visit our website – <http://inter.gs.kku.ac.th>.

- For KKU AELT English proficiency test, please contact the institute for more information - <https://englishservices.kku.ac.th/app/>.

English Proficiency Test Result

Students are to submit English proficiency test result by a minimum score as follows:

Test		Master	Doctor
TOEFL	(Paper Based)	470	500
TOEFL	(Computer Based)	150	173
TOEFL	(Internet Based)	52	61
TOEFL	(Institutional Testing Program)	470	500
IELTS	(Academic Based)	5.0	5.5
TU-GET	(1000)	500	550
CU-TEP	(120)	60	70
KKU-AELT	(Band 5)	Band 3 (both reading and writing)	Band 4 (both reading and writing)

*Test results must not exceed 2 years.

If not holding any minimum score of the above test, or the result has already expired, students are to apply for Khon Kaen University Academic English Language Test (KKU-AELT) and primarily submit the copy of KKU-AELT test application payment on the enrolment date. The result of KKU-AELT test is to later be submitted once announced.

*For more information and to apply for KKU AELT English proficiency test,
please contact the institute at <https://englishservices.kku.ac.th/app/>.*



**Khon Kaen University Announcement
(Number 1470 / 2014)**

Subject: Principles and Procedures for International Students' Health Security

In accordance with the University's vision to become a world-class research university, the number of International students is expected to increase. This will require new procedures intended to secure the health of the international students. Thus, to provide efficient protection and care, standardized health services must be provisioned.

By virtue of Sections 20 and 23(1) of Khon Kaen University Act 1998; Clause 5 of Khon Kaen University's Order 2014 on Health Services for Khon Kaen University Students; and the resolution of the 6th Khon Kaen University Administrative Committee Meeting on June 13, 2013, the Principles and Procedures for International Students' Health Security are announced, with the following particulars:

Clause 1 This announcement is titled "Khon Kaen University Announcement Number 1470/2557 on Principles and Procedures for International Students' Health Security".

Clause 2 This announcement applies to international students enrolled from the academic year 2014.

Clause 3 In this announcement,

"the University" means

"Foreign students" means

"Health security" means

"Insurance Company" means

Khon Kaen University

International students with a nationality other than Thai

The health security agreement with an insurance company to compensate for the expense incurred from medication and treatment of the student insured, notwithstanding whether the health expense is from illness or an accidental injury

The insurance company under the contract with Srinagarind Hospital, Faculty of Medicine, Khon Kaen University

Clause 4 The health security of an International student will cover the expense for treatment not less than the details attached with this announcement. In the case where the expense exceeds the amount of coverage stated in the insurance policy, the student shall be responsible for the uncovered amount.

Clause 5 Any International students registered as of the academic year 2014 must have health insurance, and the health insurance must be extended every year while the student is still registered as a Khon Kaen University student.

Clause 6 An International students who is studying, doing research, or is an exchange student at Khon Kaen University, but does not register in any program, must have health insurance as per Clause 4 during the entire period the student stays at Khon Kaen

University for the said purpose. If a student does not have health insurance and has a health problem, the student shall be responsible for the expense.

Clause 7 For an International students who has been granted a scholarship and has the health insurance premium paid by the scholarship grantor, the health insurance will be effective under this announcement provided that it covers the welfare and treatment as per Clause 4. If it does not, the student has to redo the insurance.

Clause 8 Procedures for acquiring health insurance:

8.1 The foreign students will contract for health insurance with the company selected by the university, excepting only the case where a student already has an insurance contract from abroad that covers the rights in Thailand and which is considered to be effective according to this announcement. In the case where the insurance benefit is to be redeemed, the student shall proceed on his or her own according to that company's terms.

8.2 The International students will submit their insurance policy or health security evidence which covers health treatment as per Clause 4 and their passport at the Division of International Relations, 4th Floor, Bimala Kalakicha Building prior to registration for program courses for the semester.

8.3 The Division of International Relations will check for completeness, compile necessary documents, and submit them to the insurance company chosen by each student, who will be informed of due payment.

8.4 The insurance company will submit one copy of the document detailing the binding of insurance to the Division of International Relations.

8.5 The Division of International Relations will acknowledge the insurance of each student to the Office of Academic Administration and Development so that the student is able to register for their semester courses.

8.6 At least one month before the expiry of the health insurance, students must arrange to extend it for a period of at least one year, except when it is the final semester of the student. However, in all cases, the insurance must cover the student's remaining period of stay in Khon Kaen.

Clause 9 The health insurance policy document is an important document required for student registration for the courses. If International students has registered without documented proof of a health insurance policy that covers the semester of his or her study, the registration will be considered void.

Clause 10 If an International students fails to submit complete documentation of his or her health insurance contract, the registration of that semester will be considered void. The student will also be subject to disciplinary penalty.

Clause 11 International students can receive their health care services at Srinagarind Hospital following the regulations of the Faculty of Medicine, Khon Kaen University.

Clause 12 For an emergency case, an International students may receive health care services at any public hospital or private hospital having contract with the student's respective insurance company.

Clause 13 For any cases not explicitly stated in this announcement or when a problem occurs with the procedure followed under this announcement, the President will serve as arbiter, with any rulings considered to be final.

Announced on this 21st day of July, 2014.

(Assoc. Prof. Kittichai Triratanasirichai)
President of Khon Kaen University

**Attachment with the Khon Kaen University Announcement
(Number 1470 / 2014)**

Health Care Coverage by the Insurance Company (In Thailand)

Compensation/benefits	Highest compensation amount (Baht)
1. In-patient treatment cost	
1.1 Room and board not exceeding (including treatment) Highest reimbursable ICU unit charge per day (a maximum of only 15-day stay)	1,200 2,400
1.2 Highest amount of various expenses per one stay: (including continuous treatment of discharged inpatient) Highest one-trip ambulance charge per one stay	15,000 1,000
1.3 Operation cost – based on the highest surgical rate per one time	20,000
1.4 Emergency treatment cost (in case of accident) Highest cost per one time (Treatment within 24 hours) (included in 1.2) (including continuous treatment within 15 days)	2,000
2. Out-patient treatment cost Highest treatment cost per one time Highest time of treatment per day Highest time of treatment per year	800 1 15
3. Coverage for individual accidents 24 hours (A.B. 2) Death, loss of an organ and vision, hearing, utterance, permanent disability (including the case of homicide or attack and accident occurring from riding a motorcycle or getting a motorcycle ride)	Highest amount of insurance payment/person (Baht) 150,000



1 or 2 inch(es)
Photo

KHON KAEN UNIVERSITY GRADUATE STUDY ENROLMENT FORM

STUDENT INFORMATION

Name: (Mr./Ms./Mrs.) _____ Family Name: _____

Full name is officially arranged as: _____

** This order will be appeared on your transcript and other KKU official documents.*

Passport: No. _____ Date of Issue ____/____/____ Date of Expire ____/____/____

Date of Birth ____/____/____ Nationality: _____ Visa type: _____

Contact Email: _____ Contact No. (In Thailand): 0__ - _____

• Family Information

Marital Status: Single Married Divorced Widowed

Spouse's name _____ Spouse's Occupation _____

Father's name _____

Mother's name _____

• Home Address Contact

House No. _____ Lane/Alley _____ Sub-district _____

District/Area _____ Province/City _____ Country _____

Postal code _____ Telephone No. _____

• Emergency Contact person

Name _____ Relationship _____

E-mail _____ Contact No. _____

Home Address: House No. _____ Lane/Alley _____ Sub-district _____

District/Area _____ Province/City _____ Country _____

Postal code _____ Home Country Contact No. _____

• **Employment Status**

Unemployed Employed Job Position _____

Organization Name _____ Organization Contact No. _____

Organization Address _____ Country _____

• **Education Background**

Bachelor's degree: from Institute/University _____ Year of Graduation _____

Program in _____ Total GPAX _____

Master's degree: from Institute/University _____ Year of Graduation _____

Program in _____ Total GPAX _____

STUDY PROGRAM INFORMATION

Faculty of: _____

Name of the program: _____

Master level Plan: A type A1 A type A2 B

Doctoral level Type: 1.1 1.2 2.1 2.2

Other (Please specify _____)

Program Type: Regular Special International

Financial Support: Self Family Scholarship

Scholarship Information:

3.1 Scholarship from Khon Kaen University or departments within

Name of the scholarship _____ Name of the department _____

3.2 External Scholarship

Name of the scholarship _____ Name of the department _____

Amount per year: _____ (USD/Baht)

FOR FACULTY STAFF

เพื่อโปรดยืนยันข้อมูลการศึกษาของนักศึกษาเรียงดังกล่าว เพื่อใช้ประกอบการรายงานตัวแก่บัณฑิตวิทยาลัยและสำนักบริหารและพัฒนาวิชาการ ดังนี้

ชื่อหลักสูตร: _____ สาขา: _____

หลักสูตร: ปกติ โครงการพิเศษ นานาชาติ ระยะเวลาการศึกษา: _____ ปี

ระดับปริญญาโท แผน: ก1 ก2 ข

ระดับปริญญาเอก แบบ: 1.1 1.2 2.1 2.2

อื่นๆ (โปรดระบุ _____)

ลงชื่อ _____ (เจ้าหน้าที่)

Hence, I hereby certify that all the information and documents are true and I have submitted documents as follows (Please mark ✓) :

- Khon Kaen University Graduate Study Enrolment Form with 1 photo attached
- 1 Photo to be used for student ID card with formal and appropriate dressed, T-shirt is not accepted.
- 1 copy of passport (with the original one showing)
- 1 copy of transcript
- 1 copy of health insurance
- 1 copy of English Proficiency Result
- Pay Graduate School Application Fee for 1,200 Baht

Signature_____Student

(Fullname_____)

Date:_____/_____/_____

Note: After completing the information, please let the faculty staff to fill in the form above before the enrolment to Graduate School