Guideline for Online Non-ED Visa Extension Request
For International Students at Khon Kaen University

Requesting for the visa letter

1. Visit **https://iad.kku.ac.th/** ➔ Click "Int'l Student Service" ➔ "Visa Extension Request" or visit **https://iris.kku.ac.th**

2. Sign in by using your KKU account (username = student ID), for example, 58xxxxxxx-x or 58xxxxxxxx

3. Click "VISA" ➔ "Form" and fill in the blank

4. Check all required information again before clicking "Submit"

5. Print out and sign the IR Form 4 and attach the required documents mentioned in the Form with your signature in all copies.

6. Bring the IR Form 4 and required documents you your advisor or the faculty staff for approval.

7. Submit the IR Form 4 and required documents to International Affairs Division (IAD)

Tracking the visa letter

1. Visit **https://iad.kku.ac.th/** ➔ Click "Int'l Student Service" ➔ Click "Visa Extension Request" or visit **https://iris.kku.ac.th** and Sing in your KKU account

2. Click "Tracking"

3. If the process is in "State 5 = Letter signed", you will receive the notification via email to pick up the letter at IAD.

4. Apply for the visa extension at Khon Kaen Immigration.

Caution:

MY VISA						
references no	1	2	3	4	5	Closed
VISA-0163	✔	✔	✔			

1. You can check your information or reprint the form by clicking the blue button.
2. You cannot edit the information after you click submit. In case some information is wrong, please note on the printed IR form 4. The IAD staff will correct the information for you after you submit the documents to IAD.
3. The process after the request is approved by IAD staff (State 3) takes about 4-7 working days. Please find more details from "Visa Extension Letter Working Flowchart".

Visa Extension Letter Working Flowchart

```
                         ┌─────────────┐
                         │    Start    │
                         └─────────────┘
                                │
                                ▼
              ┌───────────────────────────────────┐
              │  IAD receives IR Form 4 and        │◄──────┐
              │  required documents from the       │       │
              │  faculty or student.               │       │
              └───────────────────────────────────┘       │
                                │                          │
                                ▼                   Incomplete
                         ╱──────────────╲                  │
                        ╱  IAD staff      ╲─────────────────┘
                        ╲  checks the     ╱
                         ╲ documents.    ╱
                          ╲─────────────╱
                                │ Completed
                                ▼
              ┌───────────────────────────────────┐
              │  IAD staff prints out visa letter  │◄──────┐
              │  and sends it with the documents   │       │
              │  to Director of IAD                │       │
              └───────────────────────────────────┘       │
               1 – 2 days      │                           │
                                ▼                   Incorrect
                         ╱──────────────╲                  │
                        ╱ Director of IAD╲─────────────────┘
                        ╲ checks the      ╱
                         ╲ letter and    ╱
                          ╲ documents.  ╱
                           ╲──────────╱
               1 – 2 days     │ Correct
                                ▼
              ┌───────────────────────────────────┐
              │  IAD officer sends the visa letter │
              │  and the documents to the Vice     │
              │  President at the President        │
              │  Building to sign.                 │
              └───────────────────────────────────┘
                                │
                                ▼
              ┌───────────────────────────────────┐
              │  The Vice President signs the      │
              │  letter and sends the documents    │
              │  back to IAD.                      │
              └───────────────────────────────────┘
               2-3 days        │
                                ▼
              ┌───────────────────────────────────┐
              │  Student picks up the letter       │
              │  either at the faculty or IAD and  │
              │  applies for visa extension at     │
              │  Khon Kaen Immigration afterwards. │
              └───────────────────────────────────┘
                                │
                                ▼
                         ┌─────────────┐
                         │   Finish    │
                         └─────────────┘
```