



## Official Admission Process Overview

This document outlines the six-step process for admission, from initial application submission to arrival in Thailand. **Please note that all academic certificates, transcripts, and legal documents must be officially notarized.**

### Phase I: Application Submission & Offer Letters

Step	Action	Description / Deliverables	Estimated Timeframe
01	<b>Submit Application Materials</b>	The applicant submits the initial required documents (see <b>Materials Required – Initial</b> below).	N/A
02	<b>Eligibility Check</b>	Review of initial documents to confirm minimum entry requirements are met.	<b>1–3 Business Days</b>
	---	<b>Deliverable: Issue the COL (Conditional Offer Letter).</b>	
03	<b>Application Fee Payment</b>	The non-refundable application fee is paid to finalize the submission.	N/A
	---	<b>Fee: 10,000 Thai Baht (approx. 300 USD).</b>	
04	<b>Formal Audit</b>	A comprehensive verification of all submitted application materials, including notarized copies and financial documents.	<b>1–3 Business Days</b>
	---	<b>Deliverable: Issue the UOL (Unconditional Offer Letter).</b>	

## Phase II: Enrollment & Travel

Step	Action	Description / Deliverables	Confirmation Details
05	Tuition & Fee Payment	Payment of the tuition and miscellaneous fees as outlined in the UOL.	Immediate Confirmation
	---	<b>Support:</b> Upon payment confirmation, the school will automatically send the official visa documents required for the student visa application.	
06	Visa Acquisition & Travel	The applicant secures the appropriate student visa and travels to Thailand to complete the enrollment process.	N/A

## Required Application Materials Checklist

All documents must be clear, legible, and submitted as specified.

### A. Initial Submission Materials (Required for Step 01)

1. **Passport** (Valid for the duration of study)
2. **Senior High School/Bachelor/Master Certificate (Notarized Official Diploma/Degree)**
3. **Senior High School/Bachelor/Master Transcript (Notarized Official Academic Record)**

### B. Full Submission Materials (Required for Formal Audit)

1. **Application Fee Payment Slip**
2. **Completed Application Form**
3. **One-Inch Photo** (Passport-style photograph)
4. **Academic Transcripts (Notarized)**
5. **Academic Certificates (Notarized)**
6. **Passport Copy** (All pages, including cover, blank pages, page numbers, and back)
7. **Health Certificate**
8. **No Criminal Certificate (Notarized Official Police Clearance)**
9. **Scholarship Form** (If applying for institutional scholarship)



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**Approved**

By SIU X AUFIN Team at 5:52 PM, 3 May 2026

10. **English Certificate/MOI** (Proof of English Proficiency or Medium of Instruction Letter)



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