



**Kasetsart University Faculty of Economics
Bangkok, Thailand**

Exchange Partner Student / Visiting KU-SEP Student

APPLICATION PROCESS, ACADEMIC YEAR 2019/2020

Application Forms:

International Affairs Division (IAD) is KU's central organization responsible for the admission process of international exchange students to all international programs in KU.

- Application Forms and the List of Required Documents can be found online https://iad.intaff.ku.ac.th/wordpress/?page_id=8476

Delivery:

The Nominations from partner universities must be sent to the Kasetsart University International Affairs Division (IAD) at iad@ku.ac.th

- Nominations
In case your students wish to study with Faculty of Economics, we RECOMMEND you send your nomination to IAD and a copy (CC) to the Exchange Programs Coordinator, Faculty of Economics (Ms. Wanida Kammani) at fecowdka@ku.ac.th or wanida.kmn@gmail.com
- Application and Required documents
The completed Application and Required Documents must be submitted online to IAD at https://iad-database.intaff.ku.ac.th/portal/KU_eService/application_procedure.php

Application and Nomination Deadlines:

Semester period:	Semester 1 Fall 2019	13 August – 23 December, 2019
	Semester 2 Spring 2019	13 January – 18 May, 2020
Nomination Deadline:	Semester 1 Fall 2019	April 15, 2019
	Semester 2 Spring 2019	September 15, 2019
Application Deadline:	Semester 1 Fall 2019	May 21, 2019
	Semester 2 Spring 2019	October 18, 2019

*Firm deadlines and details will be updated online. Requests for a modest extension of deadlines may be granted if it is possible to do so.

Once you have submitted the completed Application and all of the Required Documents. International Affairs Division (IAD) will monitor the application process.

- If you are seeking to study at the Faculty of Economics, IAD will send your Application to the Faculty of Economics for review and the final admissions decision.



Information Needed to Complete the Application Form:

Exchange students who seek to study with Faculty of Economics, please use the following information to complete all relevant sections in the Application

- Type of program: Exchange program
 Program Level: Bachelor Degree or Master Degree
 Program Name: ****Please choose one of these programs****
Undergraduate programs
 1. EEBA – International Entrepreneurial Economics Bachelor of Arts
 2. BEcon – English Bachelor of Economics
Graduate Program
 1. Master of Science in Agricultural and Resource Economics
 Faculty: Faculty of Economics
 University: Kasetsart University
 Program Duration: *Orientation until the Last Day of the Semester*
For example (Semester 1 Fall): 9 August – 23 December, 2019
(Semester 2 Spring): 10 January – 18 May 2020
 Coordinator at Home University: Please fill in name of your coordinator

Letter of Acceptance or Letter of Invitation / Thai Education (ED) Visa Application:

If the Exchange or Visiting Student’s Application is ACCEPTED, Kasetsart University International Affairs Division (IAD) will send to you a formal Letter of Acceptance and a cover letter to the Thai Embassy/Thai Consulate that you choose to apply for a visa in your country.

- This letter is VERY IMPORTANT – you will need it for your Thai Education (ED) Visa Application.
- Because it may take several days to gain your Thai ED visa, it is a good idea to submit your Application, and if admitted, to receive your Letter of Acceptance or Letter of Invitation, as early as possible.
- Information about the Thai ED Visa application (for exchange students) can be found at <http://bit.ly/2BVlwk0>

KNOW THE DOCUMENTS YOU NEED IN ORDER TO OBTAIN YOUR THAI EDUCATION (ED) VISA:

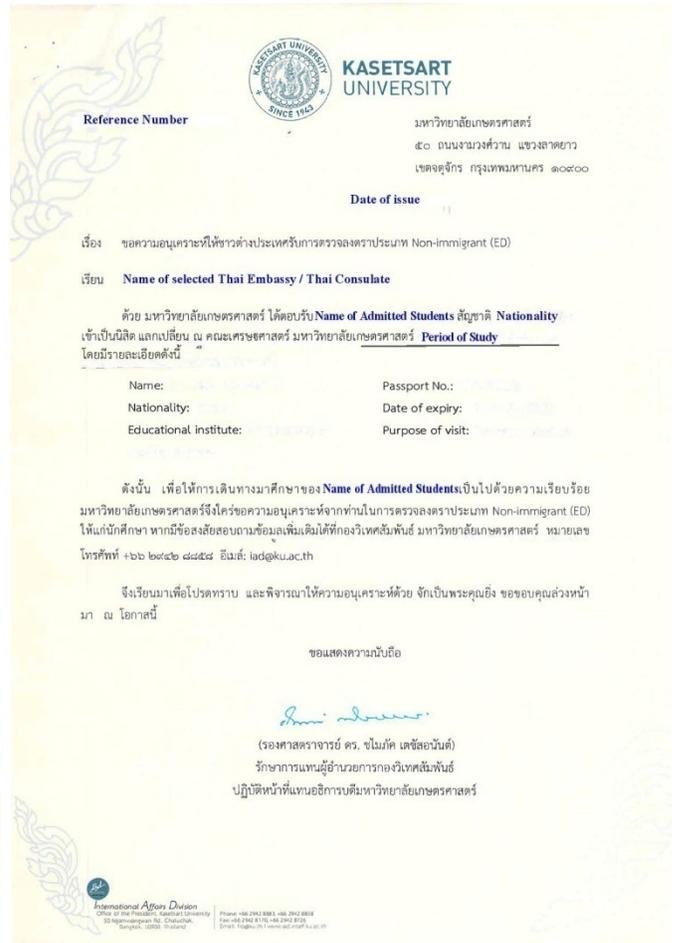
- To apply for your Thai Education (ED) Visa, research the application rules for the documents, fees, and timelines required by the Thai Consulate or Embassy closest to your home.
- The requirements are NOT the same at every consulate.

DOES YOUR CONSULATE REQUIRE ORIGINAL OR SCANNED - NOTE THE FOLLOWING:

- Do you need an **ORIGINAL Letter of Acceptance** sent by international mail? OR, is a **SCANNED Letter of Acceptance** sent to you via email sufficient?
- Please note that Faculty of Economics will send the **ORIGINAL** letter to you by international mail only if **REQUIRED** by the Thai Consulate or Embassy. It takes longer to arrive so plan accordingly.



Example of Official Acceptance Letter



Example of Cover Letter to the Royal Thai Consulate



IMPORTANT ACADEMIC INFORMATION FOR EXCHANGE STUDENTS

1. Academic Calendar and Important Dates

Semester Period: **Semester 1 Fall 2019** **13 August – 23 December, 2019**
 Semester 2 Spring 2019 10 January – 18 May, 2020

- ❖ The official 2019/2020 Academic Calendar from the KU Office of the Registrar can be found at http://ecia.eco.ku.ac.th/2019/?page_id=606&lang=en

Semester 1 Fall 2019

- International Student Orientation 9 August 2019
- **First Day of Classes** **13 August 2019**
- Faculty of Economics Buddy Program
- Meet with Academic Advisor 13 August 2019
- Course Registration Period with KU1 Form 13 – 23 August 2019
- Period for Course Change (Add/Drop) 19 – 23 August 2019
- Last Day to Withdraw from Courses without ‘W’ on Transcript 11 September 2019
- Midterm Examinations Period 28 Sep – 6 Oct 2019
- Last Day to Withdraw from Courses with ‘W’ on Transcript 27 October 2019
- *Rehearsal Ceremony for graduating students*** 14 – 18 October 2019
- *Commencement Ceremony*** 21 – 25 October 2019
- Last Day to Submit a Late Add/Drop Form 29 November 2019
- Last Day of Classes 8 December 2019
- Final Examinations Period 9 – 20 December 2019
- **End of Semester** **23 December 2019**
- Last Day to Submit Grade Reports for Instructors 30 December 2019
- Last day to Change Grade “I” and “N” 24 January 2020

Semester 2 Spring 2019

- International Student Orientation 10 January 2020
- **First Day of Classes** **13 January 2020**
- Faculty of Economics Buddy Program
- Meet with Academic Advisor 13 January 2020
- Course Registration Period with KU1 Form 13 – 24 January 2020
- Period for Course Change (Add/Drop) 20 – 24 January 2020
- Last Day to Withdraw from Courses without ‘W’ on Transcript 11 February 2020
- Midterm Examinations Period 29 Feb – 8 Mar 2020
- Last Day to Withdraw from Courses with ‘W’ on Transcript 22 March 2020
- Last Day to Submit a Late Add/Drop Form 24 April 2020
- Last Day of Classes 3 May 2020
- Final Examinations Period 4 – 15 May 2020
- **End of Semester** **18 May 2020**



- Last Day to Submit Grade Reports for Instructors 25 May 2020
- Last day to Change Grade “I” and “N” 19 June 2020

Remarks

- 1.1 **No class during this event from 21 – 25 October 2019*****
Semester 1 Fall Commencement Ceremony
Please recheck official announcement of your enrolled program for further updates.
- 1.2 During period set aside for Commencement Rehearsals during Semester 1 Fall, there might be make-up classes. **ALWAYS** check announcements from your programs for updates.
- 1.3 Please check your grade results on the “Last Day to Submit Grade Reports for Instructors”. In case you get grade “I” (incomplete) or “N” (grade not reported), contact the Lecturer immediately. Amending the “I” or “N” grade must be done within 30 days after the last day for the lecturer to submit final grades reports, otherwise the student shall automatically get the failing grade (F) or (U). Please see [KU ACADEMIC REGULATIONS](#) for more information.

2. Guidelines for New Students

International Studies Center (ISC) is the administrative office that coordinates international education activities, offers cultural training, assists with Visa extensions, and generally advises and facilitates visiting International Students. ISC is located in the Rapee Sagarik Building, (Office of the Registrar) on the 6th floor.



ISC Office, 6th floor



Rapee Sagarik Building

Exchange Students must visit the ISC Office on your first arrival day to register officially as a Kasetsart University Student.



Please see [Information for new KU student 2018](#) provided by International Studies Center.

- Location of ISC office
- Transportation to Kasetsart University
- Student Uniform
- Student Registration
- Health Insurance
- Visa Information

3. Student ID Card

In order to make your Student ID Card, you need to wear proper student uniform (for undergraduate students only). The student ID card can be obtained at One Stop Service room, 1st floor (ground floor), Rapee Sagarik Building (same building as ISC office).



One Stop Student Services Center, 1st floor, Rapee Sagarik Building

During mid-term and final examination period, students must show their Student ID Card to enter examination room.

4. Student Uniform.

The Student Uniform is mandatory.

- ISC can assist you in purchasing the appropriate attire.
- Details are available on this website. <http://bit.ly/2EVEPs5>



Male uniform for undergraduate students



Female uniform for undergraduate students



5. Accommodations

Kasetsart University does offer on-campus and off-campus dormitories. The list can be found on these sites.

- On-campus Dormitory <http://bit.ly/2GAn8TD>
- Off-campus Dormitory <http://bit.ly/2NOoCtk>



Krissana International Dormitory, KU

Economics Center for International Affairs (ECIA) and ISC can assist you in locating private housing located off-campus; there are a large number of housing options located nearby campus. We are familiar with housing that has been used by former visiting international students.

- Often, students stay one or two nights at **KU HOME Hotel**, a hotel located on-campus nearby our faculty, while they look for housing.
<https://www.facebook.com/ku.greenery/>

6. Course Registration / Personal Study Plan

Course Registration occurs at the ECIA (Faculty of Economics)

Course Registration Period

Semester 1 Fall 2019 13 – 23 August 2019

- If you are uncertain as to which classes you wish to enroll, you may visit several classes before completing your Final Registration.
- Personal Study Plan - select at least 3 courses per semester (4 or 5 is the normal course load; 7 maximum).
- Personal Study Plan – students from Partner Universities may select from the many courses offered by the Faculty of Economics. You must have the appropriate academic background to enroll in advanced classes (note any pre-requisites listed).
- Personal Study Plan - select alternative courses in case your first-choice classes have a schedule conflict, or if your first choices are canceled (this is rarely done, but it does occur if unforeseen circumstances arise).



7. Credits/ECTS Earned and Class Hours Explained

Kasetsart University uses an academic credit system to monitor students' progress in fulfillment of degree requirements and progress of the students toward completing their program of study.

- Most courses offered by the Faculty of Economics earn 3 credits.
- 1 KU credit is approximately equal to 2 ECTS (European Credit Transfer System); thus, one 3 credit course at KU usually earns 6 ECTS credits.
- 1 KU credit is generally equivalent to 1 USA class credit.
- Class Hours per Class per Semester
15 weeks of classes x 1 class hour (50-60 min) x 3 credits = 45 Class Hours
- Transferability and the number of credits earned are determined by your Home University.
- An Official Transcript showing your matriculated classes and final grades will be sent to you Home University Registrar.

An explanation of KU Course Credit and Grading System can be found:

http://www.interprogram.ku.ac.th/newsite/images/Kasetsart_University_Credit_and_grading_system_for_public.pdf

8. Registration Process

Exchange students must submit the KU1 Form (Course Registration Form) to the ECIA Staff (Faculty of Economics Building Room 5216)

KU1 Form can be downloaded on <http://registrar.ku.ac.th/download/ku1-registration-form/> or can be received at the ECIA office.

- **Firm Deadline (last day to submit KU1 form)**
Semester 1 Fall 2019 23 August 2019
- Incomplete or LATE Course Registration may cause the Exchange Student to be dismissed.
- IF you are granted permission to arrive to campus after classes have started and arrive after the Course Registration Period has finished, you must still complete KU1 Form ON TIME to the best of your ability (please consult with me) and submit the form via email.



มหาวิทยาลัยเกษตรศาสตร์แบบลงทะเบียนเรียน KU 1
KASETSART UNIVERSITY REGISTRATION FORM

ภาค/SEMESTER 1st ปีการศึกษา/ACADEMIC YEAR 2019 วิทยาเขต/CAMPUS Bang Khen

รหัสประจำตัวนักศึกษา/ID <--- Fill in your student ID

ชื่อ/STUDENT'S NAME Name of Student เบอร์โทรศัพท์/PHONE NUMBER Local phone number

คณะ/FACULTY Economics ภาควิชา/DEPARTMENT Your selected Program รหัสสาขาวิชา/MAJOR CODE

ชื่ออาจารย์ที่ปรึกษา/ADVISOR'S NAME Name of Advisor in the Acceptance Letter รหัสอาจารย์ที่ปรึกษา/ADVISOR'S CODE

รายวิชาที่ขอลงทะเบียน/LIST OF COURSES REGISTER Fill in your selected courses in the table

ลำดับ NO.	รหัสวิชา COURSE CODE	ประเภท ของวิชา TYPE OF REGS.	หน่วย เรียน LECTURE	หน่วย ฝึก ปฏิบัติ LAB	ชื่อรายเรียนในภาษาอังกฤษ/COURSE TITLE	หน่วย กิตติ CREDITS	ลงนามจาก อาจารย์ INSTRUCTORS SIGNATURE
Ex 1	0 1 1 1 1 3 4 3	C	410		Economics of Logistics Management	3	Lecturer's Signature
2	0 1 3 6 3 1 3 9	C	410		Thai Conversation in Everyday Life I	3	Lecturer's Signature
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Remarks

1. Lecture section is the number of section you would like to register (Schedule of your class). The section number can be found in the announced class timetable. **หน่วยกิตรวม/TOTAL CREDITS**

2. Type of registration: C for Credit / A for Audit

ลงนามนักศึกษา/STUDENT'S SIGNATURE Sign ลงนามอาจารย์ที่ปรึกษา/ADVISOR'S SIGNATURE _____

วันที่/DATE Date of submission วันที่/DATE _____

How to complete KU1 Course Registration Form
(click on the picture to view full size)

9. Bachelor Degree Programs Offered by the Faculty of Economics

The Faculty of Economics offers two English language degree programs. Depending on your background and academic experience, you may select any of the classes offered in either of the two programs. The non-degree exchange students are exempt from prerequisites, but be mindful and be sure you have an adequate foundation before attempting to enroll in advanced classes.

EEBA (Entrepreneurial Economics Bachelor of Arts)

Program focus is applied economics, with majors in Logistics/Supply Chain Management; Agricultural Business & Food; Tourism & Hospitality; Financial Economics for Entrepreneurs.

Course Descriptions and Course Syllabus: <http://bit.ly/2HE7GWa>

Class Timetable: EEBA semester 1 Fall 2018 <http://bit.ly/2TLNDvk>
EEBA semester 2 Spring 2018 <http://bit.ly/2Hvoezw>

BEcon (Bachelor of Economics)

Program focus includes International Economics; Fiscal and Monetary Theories; Business Economics; Economic Development & Planning

Course Descriptions and Course Syllabus: <http://bit.ly/2TGngIc>

Class Timetable: BEcon semester 1 Fall 2018 <http://bit.ly/2Cj4hev>
BEcon semester 2 Spring 2018 <http://bit.ly/2QgPK4r>



Additional Remarks about Selecting Classes

- 9.1 The 2019 Final Schedule of Classes showing the courses offered by the Faculty of Economics will be announced about 1 month prior to First Day of the Semester. We recommend that you review the Current 2018 Class Schedule (most recent past year) to see how our class schedule is structured. Normally, the classes offered each semester are similar year to year. Exchange Students accepted into the Program will be advised as soon as the Final Class Schedule is published.
- 9.2 Note that the courses offered by the Faculty of Economics and the course descriptions are subject to change.
- 9.3 Students may choose their courses **ONLY** from the Faculty of Economics. You will need to separately petition and gain special permission to select classes from another Faculty at KU.

10. KU map

- University map: http://www.ku.ac.th/images/plan_KU.jpg
- KU Sky view and Google Street view: <http://ku-map.ku.ac.th/>

11. Additional Assistance

For additional assistance or for inquiry regarding the Application Process and Course Registration, please feel free to contact me.

For assistance with Visa, Housing, or other matters, please contact ISC (International Studies Center)

E-mail: ku.oip@ku.ac.th

Website: <https://sites.google.com/ku.th/isc/home>

I am looking forward to welcoming you to the Faculty of Economics.

Kind regards,

(Ms.) Wanida Kammani

International Programs Coordinator

Faculty of Economics Center for International Affairs (ECIA)

fecowdka@ku.ac.th

wanida.kmn@gmail.com



Location

Faculty of Economics Center for International Affairs (ECIA)

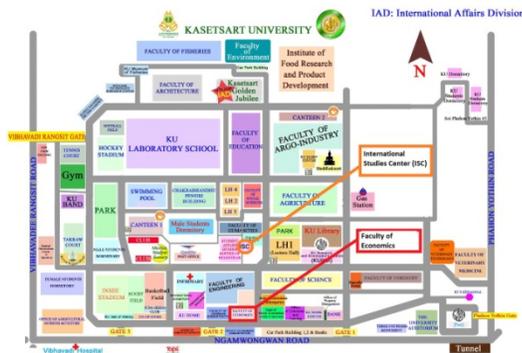
Address:

Economics Laboratory Building, 2nd fl, Room#5216, Faculty of Economics, Kasetsart University
50 Ngam Wong Wan Road, Ladyao, Chatuchak, Bangkok, 10900, Thailand

Tel: +66 (0) 2579 2800

Fax: +66 (0) 2579 2801

Website: <http://ecia.eco.ku.ac.th/2019/?lang=en>



Faculty of Economics, KU
Full size, click [here](#)



Economics Laboratory Building
The ECIA office is on 2nd floor