



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

Exchange Partner Student / Visiting KU-SEP Student

APPLICATION PROCESS, ACADEMIC YEAR 2020/2021

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.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 2 Spring 2020	11 January – 17 May 2021
Nomination Deadline:	Semester 2 Spring 2020	September 30, 2020
Application Deadline:	Semester 2 Spring 2020	October 18, 2020

*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 2 Spring): 11 January – 17 May 2021
 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.



 **KASETSART UNIVERSITY**

Ref No. 6501.0207/ **reference number** Date of issue

Dear **Name of student**

On behalf of Kasetsart University, I am pleased to confirm that you have been accepted as an exchange student at the Faculty of Economics under the **Your selected program**, for **one semester/one academic year**, from **First day of semester to Last day of semester**. You can contact Ms. Wanida KAMMANI, the program coordinator, at fecowdka@ku.ac.th. **Name of academic advisor** will be your academic advisor during the course of your study. You can contact him at **Email of advisor**.

The first day of study is **Date of first day of classes**; however, you are strongly encouraged to arrive in good time beforehand and attend the International Studies Center (ISC)'s orientation on **Date of orientation**. This provides a good opportunity for you to meet other international students and learn more about the university. For further information on the ISC's orientation, please visit <http://www.interprogram.ku.ac.th/newsite> or contact the ISC directly at ku.oip@ku.ac.th. Please note that your faculty may also contact you with further details regarding its own orientation program.

You will need to arrange a request for a Non Immigrant-ED VISA (student VISA) using your personal passport at your local Royal Thai Embassy/Consulate as a prerequisite of studying at the university. Should you have any further queries with regard to the VISA, please contact the International Affairs Division (IAD) at iad@ku.th.

We are looking forward to welcoming you to Kasetsart University.

Sincerely yours,

(Ms. Anaya Bhiaphala)
Director of the International Affairs Division
for Dr.Chongrak Wachrinrat
Acting President

International Affairs Division
Office of the President, Kasetsart University
35 Rajabhat Road, Bangkok
Bangkok, 10963, Thailand
Phone: +66 2942 8555, +66 2942 8556
Fax: +66 2942 8176, +66 2942 8178
E-mail: ku.oip@ku.ac.th

Example of Official Acceptance Letter

 **KASETSART UNIVERSITY**

Reference number Date of issue

เรื่อง ขอความอนุเคราะห์ให้ชาวต่างประเทศในการตรวจลงตราประเภท Non-immigrant (ED)

Name of selected Thai Embassy / Thai Consulate

ด้วยมหาวิทยาลัยเกษตรศาสตร์ได้ตอบรับ **Name of Admitted students** สัญชาติ **Nationality**
เข้าเป็นนิสิตแลกเปลี่ยน ณ คณะเศรษฐศาสตร์ มหาวิทยาลัยเกษตรศาสตร์ **Period of study**
โดยมีรายละเอียดดังนี้

Name :	Passport No. :
Nationality :	Date of expiry :
Educational institute :	Purpose of visit :

ดังนั้น เพื่อให้การเดินทางมาศึกษาของ **Name of Admitted students** เป็นไปด้วยความเรียบร้อย
มหาวิทยาลัยเกษตรศาสตร์ได้ขอความอนุเคราะห์จากท่านในการตรวจลงตราประเภท Non-immigrant (ED)
ให้แก่นิสิต หากมีข้อสงสัยสอบถามข้อมูลเพิ่มเติมได้ที่ กองวีซ่าต่างประเทศ มหาวิทยาลัยเกษตรศาสตร์ หมายเลข
โทรศัพท์ +66 2942 8556 อีเมล: iad@ku.th

จึงเรียนมาเพื่อโปรดทราบและพิจารณาให้ความอนุเคราะห์ด้วยจักเป็นพระคุณยิ่ง ขอขอบคุณล่วงหน้า
มา ณ โอกาสนี้

ขอแสดงความนับถือ

(นางสาวอารยา พิษผล)
ผู้อำนวยการกองวีซ่าต่างประเทศ
ปฏิบัติหน้าที่แทนอธิการบดีมหาวิทยาลัยเกษตรศาสตร์

International Affairs Division
Office of the President, Kasetsart University
35 Rajabhat Road, Bangkok
Bangkok, 10963, Thailand
Phone: +66 2942 8555, +66 2942 8556
Fax: +66 2942 8176, +66 2942 8178
E-mail: ku.oip@ku.ac.th

Example of Cover Letter to the Royal Thai Consulate



IMPORTANT ACADEMIC INFORMATION FOR EXCHANGE STUDENTS

1. Academic Calendar and Important Dates

Semester Period: **Semester 2 Spring 2020 11 January – 17 May 2021**

- ❖ **The official 2020/2021 Academic Calendar from the KU Office of Educational Administration can be found [here](#)**

Semester 2 Spring 2020

• International Student Orientation	8 January 2021
• First Day of Classes	11 January 2021
• Faculty of Economics Buddy Program	11 January 2021
Meet with Academic Advisor	
• Course Registration Period with KU1 Form	11 – 22 January 2021
• Period for Course Change (Add/Drop)	18 – 22 January 2021
• Last Day to Withdraw from Courses without 'W' on Transcript	9 February 2021
• Midterm Examinations Period	27 Feb – 7 Mar 2021
• Last Day to Withdraw from Courses with 'W' on Transcript	21 March 2021
• Last Day to Submit a Late Add/Drop Form	23 April 2021
• Last Day of Classes	2 May 2021
• Final Examinations Period	3 – 14 May 2021
• End of Semester	17 May 2021
• Last Day to Submit Grade Reports for Instructors	24 May 2021
• Last day to Change Grade "I" and "N"	18 June 2021

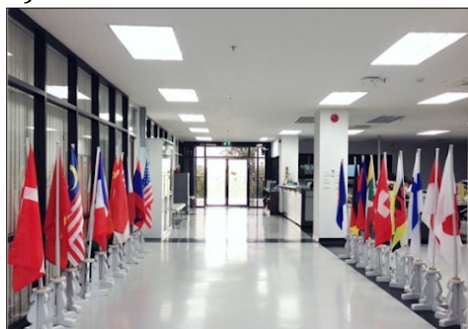
Remarks

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 what to do on first day for new students [here](#).

Please see [Students Hand Book](#) 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

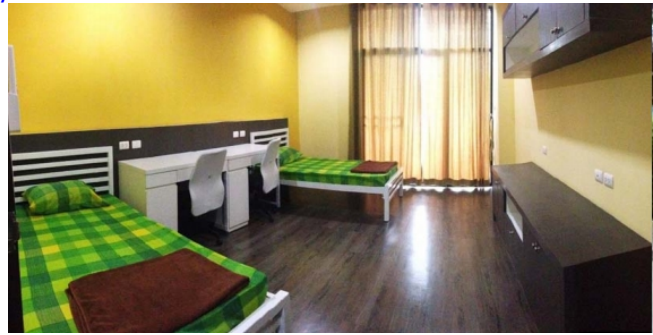


Female uniform for undergraduate students

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 2 Spring 2020 11 – 22 January 2021

- 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
 $15 \text{ weeks of classes} \times 1 \text{ class hour (50-60 min)} \times 3 \text{ credits} = 45 \text{ Class Hours}$
- 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.

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](http://www.interprogram.ku.ac.th/newsite/images/Kasetsart%20University%20Credit%20and%20grading%20system%20for%20public.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 2 Spring 2020 22 January 2021
- 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 <u>2nd</u>	ปีการศึกษา/ACADEMIC YEAR <u>2020</u>
วิทยาเขต/CAMPUS <u>Bang Khen</u>	
รหัสประจำตัวนิสิต/ID <--- Fill in your student ID	
ชื่อนิสิต/STUDENT'S NAME <u>Name of Student</u>	เบอร์โทรศัพท์/PHONE NUMBER <u>Local phone number</u>
คณะ/FACULTY <u>Economics</u>	ภาควิชา/DEPARTMENT <u>Your selected Program</u>
รหัสสาขาวิชาเอก/MAJOR CODE _____	
ชื่ออาจารย์ที่ปรึกษา/ADVISOR'S NAME <u>Name of Advisor in the Acceptance Letter</u>	รหัสอาจารย์ที่ปรึกษา/ADVISOR'S CODE _____

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

ลำดับ NO.	รหัสวิชา COURSE CODE							ประเภทการ ลงทะเบียน TYPE OF REGS.	หน่วยเรียน SECTION		ชื่อวิชา(เขียนภาษาไทย/COURSE TITLE)	หน่วย CREDITS	ลงนามอาจารย์ ประจำวิชา INSTRUCTOR'S SIGNATURE
	0	1	1	1	3	4	3		บรรยาย LECTURE	ปฏิบัติ LAB			
Ex 1	0	1	1	1	3	4	3	C	410		Economics of Logistics Management	3	Lecturer's Signature
2	0	1	3	6	3	1	3	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 6

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

ลงนามนิสิต/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 2020 [Class Timetable](#)
EEBA semester 2 Spring 2019 [Class Timetable](#)

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/2TGnglc>

Class Timetable: BEcon semester 1 Fall 2020 [Class Timetable](#)
BEcon semester 2 Spring 2019 [Class Timetable](#)

Additional Remarks about Selecting Classes

- 9.1 The 2020 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 2019 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: <https://sites.google.com/ku.th/isc/map>
- 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