Exchange Student Guidebook: 2011-2012
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BBA (International Program)
Thammasat University, Thailand

GENERAL INFORMATION

CONTACT ADDRESS:

BBA International Program
Faculty of Commerce and Accountancy
(a.k.a Thammasat Business School)
Thammasat University
Prachan Road,
Bangkok 10200 Thailand
Tel: 66 2225 2113 ext 20
Fax: 66 2225 2107 ext. 16
E-mail: tu-bba@tu.ac.th
Homepage: www.bba.bus.tu.ac.th
Skype: Thammasat_Business_School

BBA members consist of:

1. Asst. Prof. Dr. Orapan Yolrabil Director
   E-mail: orapan@tu.ac.th
2. Assoc. Prof. Dr. Pantisa Pavabutr Associate Director
   E-mail: pantisa@tu.ac.th
3. Ms. Sopa Ngamchalermsak Manager
   E-mail: sopa@tu.ac.th
4. Mrs. Narisa Klieothong Exchange Coordinator
   E-mail: narisa.k@tbs.tu.ac.th, pompam@tu.ac.th
STUDENT CHECKLIST

Things to do BEFORE you arrive

- Send a postal mail of the following documents: Exchange Application Form, Course Selection Form, Transcript, Essay, a copy of passport and 4 of 1-inch photos and 2 of 2-inch photos, to the BBA Office by April 30th for the first semester or by October 31st for the second semester.
  - Exchange application form
  - Course selection form
  - A copy of transcript
  - Statement of Purpose
  - A copy of passport
  - 2 copies of 1-inch recent photos and 2 copies of 2-inch recent photos
- Information of your arrival flight schedule via e-mail
- Make a confirmation of your housing arrangement
- Exchange students need an acceptance letter issued by Thammasat University to apply for a NON-IMMIGRANT Visa from the Thai Embassy or Consulate-General in your country. Please be noted that the non-immigrant visa is valid for only 90 days.

Things to do WHEN you arrive

- Visit the BBA Office on 1st Floor, Faculty of Commerce and Accountancy Building
- Meet the BBA staff or “Mrs. Pam” at the BBA Office to complete the course registration forms and submit a copy of passport
- Check and confirm the registered courses via e-mail
- Check a list of the “BBA buddy”
- Purchase the textbooks required for the courses that the exchange students have registered. Textbooks are available at TU Bookstore (opposite of Faculty of Liberal Arts).

Important Note: All course modifications (add, drop, change of sections, withdrawal) must be done officially on the Modification/Cancellation of Registration form and before the deadlines (check calendar).
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 30</td>
<td>Deadline of exchange application submission</td>
<td></td>
</tr>
<tr>
<td>July 20 – 22</td>
<td>Advanced Registration</td>
<td></td>
</tr>
<tr>
<td>August 4 - 21</td>
<td>Orientation week (Dates are tentative)</td>
<td></td>
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<tr>
<td><strong>August 8</strong></td>
<td><strong>Beginning of First semester</strong></td>
<td></td>
</tr>
<tr>
<td>August 10</td>
<td>Graduation Ceremony</td>
<td>Holiday</td>
</tr>
<tr>
<td>August 12</td>
<td>H.M. The Queen’s Birthday</td>
<td>Holiday</td>
</tr>
<tr>
<td>August 19</td>
<td>Last day of Withdraw W/O Record</td>
<td></td>
</tr>
<tr>
<td>August 19</td>
<td>Last day of refund fee request (non-degree students only)</td>
<td></td>
</tr>
<tr>
<td><strong>October 2 - 9</strong></td>
<td><strong>Mid-term Examination</strong></td>
<td></td>
</tr>
<tr>
<td>October 14</td>
<td>Last Day of Withdraw with “W”</td>
<td></td>
</tr>
<tr>
<td>October 23</td>
<td>King Chulalongkorn’s Day</td>
<td>Holiday</td>
</tr>
<tr>
<td>October 24</td>
<td>Substitution for King Chulalongkorn’s Day</td>
<td>Holiday</td>
</tr>
<tr>
<td>November 27</td>
<td>Last Day of Classes</td>
<td></td>
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<tr>
<td><strong>December 5</strong></td>
<td><strong>H.M. The King’s Birthday</strong></td>
<td>Holiday</td>
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<tr>
<td><strong>December 6 - 18</strong></td>
<td><strong>Final Examination</strong></td>
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<td>December 10</td>
<td>Constitution Day</td>
<td>Holiday</td>
</tr>
<tr>
<td>December 12</td>
<td>Substitution for Constitution Day</td>
<td>Holiday</td>
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**Second Semester (January 9 – May 18, 2012)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
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<tbody>
<tr>
<td>October 31, 2011</td>
<td>Deadline of exchange application submission</td>
<td></td>
</tr>
<tr>
<td>November 21 – 23, 2011</td>
<td>Advanced Registration</td>
<td></td>
</tr>
<tr>
<td>January 4 - 20</td>
<td>Orientation week (Dates are tentative)</td>
<td></td>
</tr>
<tr>
<td><strong>January 9</strong></td>
<td><strong>Second Semester Begins</strong></td>
<td></td>
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<tr>
<td>January 20</td>
<td>Last day of Withdraw W/O Record</td>
<td></td>
</tr>
<tr>
<td>January 20</td>
<td>Last day of refund fee request (non-degree students only)</td>
<td></td>
</tr>
<tr>
<td><strong>March 4 - 11</strong></td>
<td><strong>Mid-term Examination</strong></td>
<td></td>
</tr>
<tr>
<td>March 16</td>
<td>Last Day of Withdraw with “W”</td>
<td>Holiday</td>
</tr>
<tr>
<td>April 6</td>
<td>Chakri Day</td>
<td>Holiday</td>
</tr>
<tr>
<td>April 13 - 15</td>
<td>Songkran Festival</td>
<td>Holiday</td>
</tr>
<tr>
<td>April 29</td>
<td>Last Day of Classes</td>
<td></td>
</tr>
<tr>
<td><strong>May 3 - 18</strong></td>
<td><strong>Final Examination</strong></td>
<td></td>
</tr>
<tr>
<td>May 5</td>
<td>Coronation Day</td>
<td>Holiday</td>
</tr>
<tr>
<td>May 7</td>
<td>Substitution for Coronation Day</td>
<td>Holiday</td>
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**Important note:** It’s your responsibility to arrange the travel schedule to arrive in Bangkok at least a few day before each semester commences. Class attendance is strictly required and included in your final grade. Please do not schedule your return flight and traveling until you know the date of your last exam.
ACADEMIC INFORMATION

- **AREAS OF CONCENTRATIONS:**

<table>
<thead>
<tr>
<th>Majors:</th>
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<tr>
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<td></td>
<td>Economics</td>
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<td></td>
<td>Open Electives</td>
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- **CLASS FORMAT:** 1 hour and 30 minute lectures twice per week or 3-hour lecture once a week, Monday - Saturday

- **ATTENDANCE:** Class attendance is “strictly mandatory.” Students are required to achieve a minimum of 70% class attendance to be eligible to sit in the final examination. There will be no compromise for any non-emergency matters. Personal issues / obligations / commitments are definitely NOT taken into account.

- **PARTICIPATION:** Class participation affects the student’s final grade in most courses. Many courses have group projects that require considerable participation.

- **REGISTRATION:** The students can register for any BBA courses offered as long as they are, under your school recognizes course equivalency towards your degree. They may select any courses offered by the BBA International Program as long as they meet the pre-requisites required by the course. A tentative timetable of courses offered will be forwarded to you directly via e-mail as soon as possible.

- **GRADING:** Final grades are often based on midterm and final exams, projects and class participation. Grading policy is varied by different professors.

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<th>A</th>
<th>B+</th>
<th>B</th>
<th>C+</th>
<th>C</th>
<th>D+</th>
<th>D</th>
<th>F</th>
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<tbody>
<tr>
<td>4.0</td>
<td>3.5</td>
<td>3.0</td>
<td>2.5</td>
<td>2.0</td>
<td>1.5</td>
<td>1.0</td>
<td>0</td>
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</tbody>
</table>

- **CLASS SIZE:** Undergraduate classes vary considerably in size. Normally, the class ratio is ranged from 1:15 to 1:60.

- **COURSE LOAD:** The students take 3-5 courses per semester. Please note that you are required to register the minimum of 3 courses with the BBA Program. **It is strongly recommended that pre-registration via e-mail to secure your seat be completed prior to your arrival.**

- **EXAMINATIONS:** Exam formats vary. Midterm and Final exams are typically held during exam week of each semester.

- **ACADEMIC ADVISING:** Academic advice is available at the BBA Office. You can make your voice heard through either feedback or face-to-face discussion with BBA Director and associate directors. Prior appointment should be made in advance.
ACCOMMODATION

Thammasat does not provide on-campus dormitories for exchange students but we suggest a list of private apartments located nearby the campus. We can reserve apartments on your behalf before your arrival. The rate is approximately 5,000 – 10,000 Baht per month and 10,000 – 11,000 Baht for deposit. Each apartment is furnished with a bed, a closet, a desk and a chair, a mirror and a telephone. Towels, pillows and pillowcases, bed sheets and blankets are not included. Rooms are equipped with electrical outlets for radios and televisions, and there is enough room for a small rental refrigerator. The apartments usually charge approximately 300-500 Baht for the rental of a fridge. Below please find the suggested list of the apartments:

❖ Unfurnished Housing:

<table>
<thead>
<tr>
<th>Apartment</th>
<th>Rate</th>
<th>Deposit</th>
<th>Transportation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Pintip Apartment</td>
<td>4,700</td>
<td>9,400</td>
<td>Bus.no.203,30,123,80</td>
<td>Standard size</td>
</tr>
<tr>
<td></td>
<td>6,700</td>
<td>13,400</td>
<td>Bus.no.203,30,123,80</td>
<td>Big size</td>
</tr>
</tbody>
</table>

Address: 622/208, 622/219 Somdejpapinkloa Road, Bangknoi, Bangkok 10700 Thailand
Tel: 66 2434 5362-71, 2434 5413, 2433 6350, 2424 1846, 2424 0405, 2423 0911

Facilities and services
- 24-hour security, 2 elevators, telephone system
- There are mini marts and laundry service in the building.

Service charges for other utilities
- Electricity fee 5 Baht per unit
- Water fee 15 Baht per unit
- Telephone charge 6 Baht per call within the Bangkok area
- Refrigerator rental fee 300 Baht per month

Remarks
Deposit can be only refunded if you move out after 5 months of your stay.

2. Pinkaew Apartment 4,500 Baht 4,500 Baht Bus.no.203,30,123,80 Small room
4,800 Baht* 4,800 Baht Bus.no.203,30,123,80 Small room
5,000 Baht 5,000 Baht Bus.no.203,30,123,80 Big room

Address: 120/5 Soi Thepnakarin Aroonamrin Road, Bangknoi, Bangkok 10700 Thailand
Tel: 66 2882 3456 (Automatic 30 Lines)
Facilities and Services

- 24-hour security, 2 elevators, telephone system
- There are mini marts and laundry service in the building.

Service charges for other utilities

- Electricity fee 5 Baht per unit
- Water fee 15 Baht per unit
- Telephone charge 5 Baht per 15 minutes (within Bangkok area)
- Rental of refrigerator 300 Baht per month for a small size or 400 Baht per month for a bigger one. 2,000 Baht deposit is required.
- Rental of television 400-450 Baht per month. Deposit 2,000 Baht.
- Rental of sheet, pillow, pillowcase and blankets is 300 Baht per month.

Remarks

Before signing the contract, you have to inform the apartment’s manager of the lease period. Deposits will be refunded when you move out.

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<tr>
<th>Apartment</th>
<th>Rate</th>
<th>Deposit</th>
<th>Transportation</th>
<th>Notes</th>
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<tbody>
<tr>
<td>3. M N Residence</td>
<td>5,000 Baht</td>
<td>10,000 Baht</td>
<td>Bus.no.65,53,32</td>
<td>32 sq.m</td>
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<tr>
<td></td>
<td>10,000 Baht</td>
<td>20,000 Baht</td>
<td>Bus.no.65,53,32</td>
<td>70 sq.m</td>
</tr>
<tr>
<td></td>
<td>10,000 Baht</td>
<td>20,000 Baht</td>
<td>Bus.no.65,53,32</td>
<td>Double room</td>
</tr>
</tbody>
</table>

Address: 80 Soi Samsen 5, Samsen Road, Pranakorn, Bangkok 10200 Thailand
Tel: 66 2628 7800, 66 2281 4581
Fax: 66 2280 0893
E-mail: yinglek25@hotmail.com

Facilities and Services

- 24-hour security, 2 elevators, telephone system, swimming pool, garden
- There are food shops, mini marts, barber and beauty shops and other service facilities in the building.

Service charges for other utilities

- Electricity fee 5 Baht per unit
- Water fee 17 Baht per unit
- Telephone charge 5 Baht per call (within Bangkok area)
- Parking fee 700 Baht per month (lessee only)
### 4. 3J Court

<table>
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<th>Apartment</th>
<th>Rate</th>
<th>Deposit</th>
<th>Transportation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. 3J Court</td>
<td>4,000-14,400 Baht</td>
<td>3 months</td>
<td>Bus.no.203,30,123,80</td>
<td>20-112 sq.m</td>
</tr>
</tbody>
</table>

**Address:** Somdejprapinklao Soi 3, Bangyikhan, Bangprad, Bangkok 10700 Thailand  
Tel: 66 2883 3660-3  
Fax: 66 2883 3664  
E-mail: The3Jcourt@yahoo.com (Ms. Sriprapha)

**Facilities and Services**
- 24-hour security, elevator, telephone system, swimming pool, garden
- There are food shops, mini marts, barber and beauty shops and other service facilities in the building.

**Service charges for other utilities**
- Electricity fee 7 Baht per unit
- Water fee 18 Baht per unit
- Telephone charge 4 Baht per 20 minutes (within Bangkok area)
- Hi-speed internet fee 750 Baht per month (256Kb), 900 Baht per month (1 Mb)
- Laundry fee 500 Baht per 55 piece or 30 per 5 kgs.
- Bed sheet and pillowcase are provided

### Fully-furnished housing:

**Rattanakosin Island Condo.**

<table>
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<tr>
<th>Apartment</th>
<th>Rate</th>
<th>Deposit</th>
<th>Transportation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Rattanakosin Island Condo.</td>
<td>7,000-8,000B</td>
<td>Bus no. 30, 203 &amp; Ferry</td>
<td>27-37 sq.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12,000-14,000B</td>
<td>Bus no. 30, 203 &amp; Ferry</td>
<td>37-44 sq.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>14,000 B</td>
<td>Bus no. 30, 203 &amp; Ferry</td>
<td>70 sq.m.</td>
<td></td>
</tr>
</tbody>
</table>

**Address:** 171/38 Pinklao Road, Bangkok-noi, Bangkok 10700 Thailand  
Tel. 668 1556 7333, 668 5964 7333 (contact Mr. Justin) e-mail: seemejustin@gmail.com

**Facilities and Services**
- 24-hour security, elevators, telephone system, hi-speed internet
- Restaurant, Spa, Swimming Pool and Gymnasium
- Pick-up services

**Remarks**

Please visit [http://sites.google.com/site/rattanakosincondo/](http://sites.google.com/site/rattanakosincondo/) to find out more information
2. Juladis River Mansion

- 13,000* 1 month Bus. No. 19, 53 City view
- 15,000* 1 month Bus. No. 19, 53 River view
- 25,000-35,000 1 month Bus. No. 19, 53 2 bedrooms

Address: 2 Soi Samsaen 3 (Wat Sam Praya), Samsen Road, Pranakorn, Bangkok 10200 Thailand
Tel: 66 2281 0776 78, 66 2282 8337-40
Fax: 66 2281 5661

Facilities and Services
- 24-hour security, 3 elevators, telephone system
- There are mini marts, laundry, swimming pool, fitness room and other service facilities in the building.

Service charges for other utilities
- Electricity fee 4 Baht per unit
- Water fee 12 Baht per unit
- Telephone charge 5 Baht per minute (within Bangkok area)

Remarks
25,000 – 35,000 is connecting room with a living room and cooking area.
Deposit is refundable if you move out after 3 months.
You can pay by cash (Thai Baht) or visa card.

3. East Bank Apartment

- 18,000* 1 month Bus. 53, 30, Ferry Single room
- 20,000-25,000* 1 month Bus. 53, 30, Ferry 2-bedrooms
- 36,000* 1 month Bus. 53, 30, Ferry 3-bedrooms

Address: 43 Nakhonchaisri Road, Dusit, Bangkok 10300 Thailand
Tel: 66 2669 1907, 66 1170 1983
Fax: 66 2669 1904
E-mail: eastbank43@hotmail.com (Mr. Suchart)

Facilities and Services
- 24-hour security, 2 elevators, Direct Line
- High-Speed Internet by TRUE
- Laundry service, swimming pool, fitness room and other service facilities in the building
Service charges for other utilities
- Electricity fee 5 Baht per unit
- Water fee 15 Baht per unit

 Remarks
- One bedroom, one bathroom
  1. 18,000 Baht is located in the east facing-poolside wing a living room
- Two bedrooms, two bathrooms
  1. 20,000 Baht is located in the corner units with a living room.
  2. 22,000 Baht is located in the east facing-poolside with a living room. It’s 80 sqm.
  3. 25,000 Baht is located in the west facing with a living room. It’s 90 sqm.
- Three bedrooms three Baths plus maid’s room/bath
  1. 36,000 Baht is located in the top floors and corner units with living room and kitchen. It’s 150 sqm.

*You can pay by cash (Thai Baht or US.dollar or traveller’s check).

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<tr>
<th>Apartment</th>
<th>Rate</th>
<th>Deposit</th>
<th>Transport</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. PSB Apartment</td>
<td>14,000</td>
<td>2 months</td>
<td>Ferry</td>
<td>Studio (40 sq.m.)</td>
</tr>
<tr>
<td></td>
<td>20,000-25,000</td>
<td>2 months</td>
<td>Ferry</td>
<td>1-bedroom (50 sq.m)</td>
</tr>
<tr>
<td></td>
<td>30,000-35,000</td>
<td>2 months</td>
<td>Ferry</td>
<td>2-bedrooms (70-90sq.m)</td>
</tr>
</tbody>
</table>

Address: 376/3 Watrakang, Arun-Amarin Road, Siriraj, Bangkok-noi Bangkok 10700
Tel: 66 2412 7823, 66 2866 2066
E-mail: psb_reservations@yahoo.com

Facilities and Services
- 24-hour security service
- Mini fitness room
- 21-inch TV in living room with multi-language channels and UBC channels
- Internet connection
- 10 lines automatic telephone
- In each room consist of Refrigerator, King size bed, Air-conditioner, Telephone, TV, Water Heater, Safety Box, Sofa, Bathtub/Shower bath
- Laundry service, swimming pool, fitness room and other services in the building.

Service charges for other utilities
- Electricity fee 6 Baht per unit
- Water fee 18 Baht per unit
- Telephone 5 Baht for Bangkok area
Remarks
- Payment must be paid in cash (Thai Baht) only
- Late payment will be charged 100 baht per day
- In the case that the deposit shall not be return to the lessee, if the lessee leaves the apartment prior to the date of termination or not occupy on the date

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>5. Amarin Mansion</td>
<td>6,500-9,500</td>
<td>3 months</td>
<td>Ferry</td>
<td>-</td>
</tr>
</tbody>
</table>

Address: 49/2 Soi Arun Amarin 39 Arun Amarin Road, Bangkoknoi Bangkok 10700
Tel: 66 2882 4848
E-mail: amarinmansion@gmail.com

Facilities and Services
- 24-hour security service
- Free TV & Cable TV
- Wireless-lan 2Mb
- Laundry service and other services in the building.

TEMPORARY ACCOMMODATIONS
If you arrive at night, and cannot check into the apartment, you can find temporary accommodations close to campus from in the suggested list of hotels below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Price</th>
<th>contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sathita Apartment</td>
<td>Single</td>
<td>600</td>
<td>Tel:66 2434 4104</td>
</tr>
<tr>
<td>S.D Avenue Hotel*</td>
<td>Superior</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>Royal City Hotel*</td>
<td>Single</td>
<td>1,250</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Twin</td>
<td>1,500</td>
<td></td>
</tr>
<tr>
<td>Royal River Hotel*</td>
<td>Single</td>
<td>1,250</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Twin</td>
<td>1,500</td>
<td></td>
</tr>
<tr>
<td>New World Lodge*</td>
<td>Single</td>
<td>900</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Twin</td>
<td>1,050</td>
<td></td>
</tr>
<tr>
<td>Viengtai Hotel*</td>
<td>Single</td>
<td>1,300</td>
<td></td>
</tr>
<tr>
<td>Royal Hotel*</td>
<td>Single</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Twin</td>
<td>1,200</td>
<td></td>
</tr>
<tr>
<td>Hotel De'Moc</td>
<td>Single</td>
<td>950</td>
<td>Tel:66 22822831</td>
</tr>
<tr>
<td></td>
<td>Twin</td>
<td>1,250</td>
<td></td>
</tr>
</tbody>
</table>

Remark Subject to change rates per night.
* Rate and booking operated by www.sawasdee.com
HEALTH SERVICES

HEALTH CARE
The Health Service Center, located on the ground floor of Student activities Building, provides basic outpatient medical and dental cares for students on a free-of-charge basis. Students are encouraged to take advantage of such service on campus.

ACCIDENTAL INSURANCE
Please request insurance information from the BBA staff.

APPROXIMATE LIVING COSTS: At the exchange rate 32 Baht per 1 USD (May 2008)

Academic-related expenses
- BOOKS AND CLASS READING MATERIALS: approximately 4,000 Baht per semester.

Other expenses
- FOOD: approximately 9,000 Baht per month.
- LOCAL TRANSPORTATION: approximately 2,000 Baht per semester.
- PERSONAL EXPENSES: approximately 15,000 Baht per month (Excluded traveling expenses).
DRESSCODE

All BBA students take pride in their unique uniforms, so do our former foreign exchange students. They are required to wear uniforms to the University for class and activity. All University service centers and BBA Office STRICTLY REQUIRE the students to wear uniform for any services to be provided. The exchange students are also required to follow the dress code regulation. The uniform guideline is as follows:

♦ Female :
  1. White-short sleeves shirt
  2. Black skirt
  3. Thammasat uniform belt
  4. Thammasat pins & buttons
  5. Black shoes

♦ Male :
  1. White shirt (short or long sleeves)
  2. Black trousers
  3. Thammasat uniform belt
  4. Black shoes

All TU official uniforms and accessories are available at Thammasat Bookstore.
**BBA STUDENT SERVICES**

The BBA Office provides assistance to exchange students prior to their arrival in Bangkok and throughout the time of stay while they are on campus. BBA Program arranges a buddy system to ensure that your stay is much enjoyable.

- **Buddy System:** The BBA Program promotes a buddy system among the BBA students to help welcome, if not accommodate, the exchange students. The BBA buddies will be in touch with the exchange students prior to or upon their arrival in Bangkok. They will provide advice and assist the exchange students in whichever ways they can to make the exchange students feel at home. The buddy system is informal and the amount of interaction between buddies depends upon the initiative of both students.

Thammasat University and the BBA Program offer the following services and facilities to all students:

- **Library:** Exchange students use 2 of 1” photo to apply for membership card.
  - **Lending Policy:** Undergraduate students borrow 20 books for a 15-day period.
  
<table>
<thead>
<tr>
<th>Types of membership:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Permanent membership</td>
</tr>
<tr>
<td>Exchange students use 2” of 2 photos to apply.</td>
</tr>
<tr>
<td>2. Temporary membership (Recommended)</td>
</tr>
<tr>
<td>Exchange students use 2” of 2 photos and 100 Baht deposit. Deposit is refundable if you return the card to library.</td>
</tr>
</tbody>
</table>

  - **Library branches:**
    - **Faculty of Commerce and Accountancy Library** located on 4th floor of Faculty of Commerce and Accountancy
      Tel: 0 2613 2205
      Homepage: www.library.tu.ac.th/acc/acc.html
      Library Hours:

<table>
<thead>
<tr>
<th>Term time</th>
<th>Mon - Fri</th>
<th>Sat - Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regular semester</strong></td>
<td>8 a.m. – 8 p.m.</td>
<td>8:30 a.m. – 6 p.m.</td>
</tr>
<tr>
<td><strong>Summer</strong></td>
<td>8 a.m. – 8 p.m.</td>
<td>8:30 a.m. – 6 p.m.</td>
</tr>
<tr>
<td><strong>Term breaks</strong></td>
<td>8 a.m. – 8 p.m.</td>
<td>8:30 a.m. – 6 p.m.</td>
</tr>
</tbody>
</table>
- **Pridi Bhanomyong library (Main Library)** located in Library Building
  Tel: 0 2613 3537, 0 2613 3546, 0 2613 3544, 0 2613 3532, 0 2613 3540
  Homepage: www.library.tu.ac.th/pridi/pridi.html
  Library Hours:

<table>
<thead>
<tr>
<th>Term</th>
<th>Mon - Fri</th>
<th>Sat – Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Semester</td>
<td>8 a.m. – 8 p.m.</td>
<td>9 a.m. – 6 p.m.</td>
</tr>
<tr>
<td>Summer</td>
<td>8 a.m. – 8 p.m.</td>
<td>9 a.m. – 6 p.m.</td>
</tr>
<tr>
<td>University Breaks</td>
<td>8 a.m. – 8 p.m.</td>
<td>9 a.m. – 6 p.m.</td>
</tr>
</tbody>
</table>

- **Puey Ungphakorn Library (Faculty of Economics)** located on 3rd floor of Main Library Building.
  Tel: 0 2623 5178, 0 2623 5147
  Homepage: www.library.tu.ac.th/puey/puey.html
  Library Hours:

<table>
<thead>
<tr>
<th>Term</th>
<th>Mon - Fri</th>
<th>Sat - Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Semester</td>
<td>8 a.m. – 9 p.m.</td>
<td>9 a.m. – 6 p.m.</td>
</tr>
<tr>
<td>Summer</td>
<td>8 a.m. – 9 p.m.</td>
<td>9 a.m. – 6 p.m.</td>
</tr>
<tr>
<td>University Breaks</td>
<td>8 a.m. – 9 p.m.</td>
<td>9 a.m. – 6 p.m.</td>
</tr>
</tbody>
</table>

- **Sanya Dharmasakti Library (Faculty of Law)** located in Law library building, (1st-3rd floor).
  Tel: 0 2224 1381, 0 2613 2124
  Homepage: www.library.tu.ac.th/sanya/sanya.html
  Library Hours:

<table>
<thead>
<tr>
<th>Term</th>
<th>Mon - Fri</th>
<th>Sat - Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Semester</td>
<td>8 a.m. – 9 p.m.</td>
<td>9 a.m. – 7 p.m.</td>
</tr>
<tr>
<td>Summer</td>
<td>8 a.m. – 9 p.m.</td>
<td>9 a.m. – 7 p.m.</td>
</tr>
<tr>
<td>University Breaks</td>
<td>8 a.m. – 4 p.m.</td>
<td>Closed</td>
</tr>
</tbody>
</table>

- **Journalism and Mass Communication Library** located on 2nd floor of Faculty of Journalism and Mass Communication
  Tel: 0 2613 2717
  Homepage: www.library.tu.ac.th/mass/mass.html
  Library Hours:

<table>
<thead>
<tr>
<th>Term</th>
<th>Mon - Fri</th>
<th>Sat - Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Semester</td>
<td>8 a.m. – 7 p.m.</td>
<td>8:30 a.m. – 6 p.m.</td>
</tr>
<tr>
<td>Summer</td>
<td>8 a.m. – 7 p.m.</td>
<td>8:30 a.m. – 6 p.m.</td>
</tr>
<tr>
<td>University Breaks</td>
<td>8 a.m. – 4 p.m.</td>
<td>Closed</td>
</tr>
</tbody>
</table>
- **Prof. Direck Jayanama Library** located on 5th floor on Faculty of Political Science.
  Tel: 0 2613 2308, 0 2613 2326  
  Homepage: www.library.tu.ac.th/direk/direk.html  
  Library Hours:

<table>
<thead>
<tr>
<th>Term</th>
<th>Mon - Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Semester</td>
<td>8 a.m. – 7 p.m.</td>
<td>9 a.m. – 6 p.m.</td>
<td>Closed</td>
</tr>
<tr>
<td>Summer</td>
<td>8 a.m. – 4 p.m.</td>
<td>9 a.m. – 3 p.m.</td>
<td>Closed</td>
</tr>
<tr>
<td>University Breaks</td>
<td>8 a.m. – 4 p.m.</td>
<td></td>
<td>Closed</td>
</tr>
</tbody>
</table>

- **Educational Media Service Center** located in Pridi Banomyong Library (Main Library) (Basement 2)  
  Tel: 0 2613 3533  
  Homepage: www.library.tu.ac.th/media/media.html  
  Library Hours:

<table>
<thead>
<tr>
<th>Term</th>
<th>Mon - Fri</th>
<th>Sat - Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Semester</td>
<td>8 a.m. – 8 p.m.</td>
<td>9 a.m. – 6 p.m</td>
</tr>
<tr>
<td>Summer</td>
<td>8 a.m. – 8 p.m.</td>
<td>9 a.m. – 6 p.m</td>
</tr>
<tr>
<td>University Breaks</td>
<td>8 a.m. – 8 p.m.</td>
<td>9 a.m. – 6 p.m</td>
</tr>
</tbody>
</table>

**Note:** All libraries are closed on National Holidays

- **Computer Lab:** Students can use computer labs which offer both PC & Internet access around the campus.

**PC Lab & Internet Access:**

- **Faculty of Commerce and Accountancy**
  1. 1st floor (Study room # 105)  
     **Date:** Monday - Sunday  
     **Time:** Mon - Fri : 9 a.m. – 11:30 p.m.  
                Sat - Sun : 9 a.m. – 7 p.m.  
  2. 4th floor computer lab (Room # 408, 409, 413)  
     **Date:** Monday - Sunday  
     **Time:** Mon - Fri : 8 a.m. – 8:45 p.m.  
                Sat - Sun : 8 a.m. – 5:45 p.m.  
  3. Multi-purpose building II, 3rd floor (Room # F-339)  
     **Date:** Monday - Sunday  
     **Time:** Mon - Fri : 8 a.m. – 8:00 p.m.  
                Sat – Sun : 8 a.m. – 3:00 p.m.  

- Wireless Internet access (password protected) is available within the compound of Faculty of Commerce and Accountancy.
**E-mail Address:** After registration, you may request for an account by contacting BBA Office. You will have access to e-mail upon receipt of your account. Your e-mail address will be in the format of s0293xxx@tu.ac.th; S = Student, 02 = Faculty of Commerce and Accountancy, 93 = Exchange student. Example: s0293002@tu.ac.th

**VIISA**
When an exchange student’s visa is expires, BBA staff will take you to extend visa at the Immigration Bureau. Below please find the visa information:

- Before the visa expires, students must extend the visa by bringing following documents:
  1. Letter from the Dean
  2. Completed Application for extension of temporary stay in the Kingdom (TM.7) with 2” recent photo attached
  3. 1,900 Baht fee for visa extension
  4. a copy of your passport

**Contact:**

- Immigration Bureau
- Government Center Chaengwattana Building B, No. 120
- Lakski District, Bangkok 10210
- Tel: 0 2141 7879-80

Transportation will be provided for the visa extension purpose.

**Notes:** The faculty provides transportation for exchange students to extend their visa.

*** If students would like to leave Thailand during their stay, they must apply for a **re-entry permit before leaving the country.** A re-entry permits allows them to reenter Thailand and can stay for the remaining time of the visa. **If students do not apply for re-entry, the visa will be automatically cancelled although it is not yet expired.**

- **Re-entry Permit Requirement:**
  1. Completed TM.8 Application Form
  2. 2” recent photo
  3. 1,000 Baht fees / single re-entry or 3,800 baht fee / multiple re-entry
  4. a copy of passport
Contact:
Immigration Bureau
Government Center Chaengwattana Building B, No. 120
Laksi District, Bangkok 10210
Tel: 0 2141 7879-80

Notes: If students study for one year, you have to report to the Immigration Office every ninety days. If you do not report to the immigration office, you have to pay the fine of 2,000 Baht.

Telephone/Fax: If you need to communicate with the international office at your school, feel free to leave your letter with “Pam”. The letter will be immediately faxed to your home school.
EXTRA-CURRICULAR ACTIVITIES

- Clubs e.g. boxing club, photography club
- Sports events
  6 International Programs: BBA International Program, BAS Program (British and American Studies), BE International Program (Economics), BJM English Program (Mass Media Studies), TEP/TEPE (Twinning Engineering Program) and Sirindhorn International Institute of Technology (Engineering) of Thammasat have joined following sports events:
  - **Inter-Dome**
    Each year one of the international programs will be the host of the event. Each program (BBA, BAS [British and American Studies], BE [Economics], BJM [Mass Media Studies], TEP/TEPE [Twinning Engineering Program] and SIIT [Engineering] and Engineering Nottingham) will send teams to compete in several events such as basketball (women & men) and soccer.
  - **Inter-Debate**
    Each year one of the international programs will be the host. Each of International Exchange Program chooses representatives to debate and give a speech on given topics.
  - **Soccer**
    BBA International students will send representatives to compete with the other seven teams from the BBA Thai program.
  - **Basketball**
    1. Basketball match between TU (Thammasat University) and CU (Chulalongkorn University).
    2. Basketball between BBA Thai & International Program.
    3. Basketball between BBA seniors and freshmen.
**MISCELLANEOUS SERVICES**

- **Banking Services**
  
  There are a lot of banks nearby the campus.
  1. *Bangkok Bank*, Tha Prachan Branch, besides Thai Military Bank (Prachan Road)
  2. *Kasikorn Bank*, Tha Prachan Branch, besides Bangkok Bank (Prachan Road)
  3. *Siam Commercial Bank*\(^*\), Tha Prachan Branch, opposites Thammasat University (Prachan Road).
  5. *Siam Commercial Bank*\(^*\), Banglampoo Branch located at the corner of Prasumaen Road.

  If you would like to go, please take bus no. 53, 32 or Tuk-Tuk or Taxi services.
  6. *Siam City Bank*\(^*\) located at the corner of Prachan Road (Opposite of Grand Palace).
  8. *Krung Thai Bank*\(^*\), Tha-Tien Branch, opposite of Wat Po.

  If you would like to go, please take bus no. 53, 32, 82 or Tuk-Tuk or Taxi services.

\(^*\)You can use foreign exchange service at these banks or use the money exchange services below:

- **Money Exchange Services**

  **After Bank Office Hours**

  1. *Bangkok Bank Limited* \( Tel : 0 2230 2466, 0 2230 1331-2 \)
     - Khoasam Road, Banglamphu
       - 07:30 – 08:00 p.m. (everyday) \( Tel : 0 2282 5523 \)
  2. *The Siam City Bank Ltd.* \( Tel : 0 2208 5158 \)
     - Khoasam Road, In front of Dior Guest House
       - 09:00 – 08:00 p.m. (everyday) \( Tel : 0 2282 9142-3 \)
         - Inside Wat Arun (Temple of the Dawn)
           - 07:30 – 02:00 hrs. (everyday)
  3. *Krung Thai Bank Limited* \( Tel : 0 2281 6950 2 \)
     - Khoasam Road
       - 08:30 – 08:00 p.m. (everyday) \( Tel : 0 2280 1726 \)
     - Naphralan Road
       - 08:30 – 04:30 p.m. (everyday) \( Tel : 0 2225 5371 \)
  4. *Siam Commercial Bank* \( Tel : 0 2256 1229 \)
     - Khoasam Road
       - 10:00 – 08:00 p.m. (everyday) \( Tel : 0 2280 1452 \)
     - Ratchadamnoen Klang
       - 08:30 – 06:00 p.m. (everyday) \( Tel : 0 2281 5905 \)
     - Wat Phra kaeo
       - 08:30 – 04:30 p.m. (everyday) \( Tel : 0 2225 2770-1 \)
5. KasikornBank  Tel : 0 2270 1122, 0 2273 1231-38  
   - Khaosan Road, Banglamphu
      08:30 – 08:00 p.m. (everyday) Tel: 0 2282 8959
6. Thai Military Bank  Tel : 0 2273 7020  
   - Phra Atit Road, Soi Rambuttri
      09:00 – 05:00 p.m. (everyday) Tel: 0 2282 6018, 0 2282 6096
7. Bank of Ayudhya Ltd.  Tel : 0 2253 8632, 0 2253 8102  
   - Khaosan Road, Banglamphu
      08:30 – 06:00 p.m. (everyday) Tel: 0 2282 6492
8. Bank Thai PCL :  
   - 181 Khaosan Road
      07:30 – 09:00 p.m. (everyday) Tel: 0 2629 4039  
   - 24/2 Khaosan Road
      07:30 – 09:00 p.m. (everyday) Tel: 0 2282 5710

- Bookstores  
  TU Bookstore is opposite of the Faculty of Liberal Arts, or next to Multi-Purpose Building.  
  Service hours:  
  Day:   Monday - Sunday  
  Time: Monday - Friday:  08:30 a.m. - 07:00 p.m.  
                  Saturday - Sunday:  10:00 a.m. - 04:00 p.m.

  Note: Bookstores is closed on National Holidays

There are 2 bookstores outside the campus:  
- Nai-In bookstore next to Japanese Restaurant  
- Dok-Yar bookstore next to Seven-Eleven convenience store

- Photocopying  
  There are photocopying services on and off campus. Below are some easy-to-reach services on-campus:  
  - Faculty of Commerce and Accountancy  
    1. The 1st Floor (Quick shop) opposites of Elevator (Tha Prachan Wing)  
    2. The 4th Floor (Library)  
  - Faculty of Liberal Arts  
  - TU bookstore.
• Food Services
  Food is very easy to find both on and off campus. On-campus food centers are located beside the Faculty of Commerce and Accountancy, The Multi-purpose II Bldg., Faculty of Law and the opposite of Language Institute. Please see the campus map for exact locations. Most off-campus food stores offer one-dish Thai food including fried rice, rice with side dishes and noodles.

• Photo shops
  There is several photo shops located around Tha Prachan lawn that you can buy film, camera or take your photo and complete within 1 hour.

• Mobile Phone and SIM cards
  SIM cards for your mobile phone are available at convenience stores such as 7-eleven nearby the university or mobile phone shops normally located in almost all of shopping malls around Bangkok.
Thammasat (Tha Prachan) Campus Map

1. Main Auditorium
2. Art & Culture Auditorium
3. Faculty of Law
4. Student Activity Building
5. Gymnasium
6. Faculty of Journalism and Mass Communication
7. Language Institute
8. Faculty of Political Science
9. TU Press
10. Anek Prasong 2 Building (Multi-Purpose 2 Building) & Parking Lot
11. Faculty of Economics
12. Main Library
13. Predee Area
14. Faculty of Liberal Arts
15. Dome Building
16. Anek Prasong Building
17. TU Bookstore
18. TA-TU Internet Center
19. Faculty of Commerce and Accountancy
20. Faculty of Social Administration, Faculty of Sociology and Anthropology
21. Football Field
22. Parking Lot
@ Cafeteria