



SURVIVAL GUIDE 2017

INTERNATIONAL STUDENT

GROOMING YOU
FOR THE FUTURE

H.R.H. Princess Srinagarindra
"Mae Fah Luang"



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About MFU

Mae Fah Luang University (MFU) was established as an autonomous public institution under the Royal Charter in 1998, with financial support from the Royal Thai Government. It was created to meet the needs of the people in the north of Thailand, and to commemorate the gracious contribution of Her Royal Highness Princess Srinagarindra, the late Princess Mother, lovingly known to her subjects as “Mae Fah Luang.”

From its inaugural class of 62 students in 1998 to now, MFU has become Thailand’s fastest growing tertiary institution with an enrolment of over 15,000 students. After little over a decade of operation, it is already well-known for the high quality of its teaching, research, and service to the people of the North of Thailand, and the region as a whole.

The campus is located in a spectacular setting of mountains and trees. It has a clean, inviting environment that is conducive to teaching and learning. It spans an area of more than 800 hectares and consists of a number of state-of-the-art buildings, sports stadiums, an Olympic-sized swimming pool, tennis court, modern gymnasium equipped with fitness facilities, and an outdoor sports field. Established to serve as both a national and regional university, MFU has become an educational hub providing equality educational services and resources to the neighbouring countries of the Greater Mekong Sub-region (GMS) (Lao, Myanmar, Cambodia, China, Thailand, and Vietnam) and reaches out to all of Southeast Asia and the rest of the world.

The university's philosophy is embodied in the intention of the Princess Mother to foster the quality of the environment and human resource development. In this regard, promotion of a healthy environment throughout the GMS is a primary focus for the university, as well as improvement of the quality of life for the disadvantaged through higher education. In addition to a healthy environment, MFU has gained increasing recognition for its healthcare and medical developments, especially the "MFU Medical Hub" project. The MFU Medical Hub will provide modern medicine and traditional treatments to care for the entire ASEAN region, in addition to helping develop human resources and medical education. As an institution of higher learning that meets international standards, the university aims to excel in selected academic services to society, such as technology and the adaptation and promotion of Thai arts and culture. The university is focused on building human capacity in an on-going search for knowledge. MFU is proud to offer living and learning in an ideal atmosphere and environment. It is simply the best place to be!





International Student Club

This club is solely meant for all the international students of Mae Fah Luang University. We are as a happy family away from home and we will render any assistance to all the members.

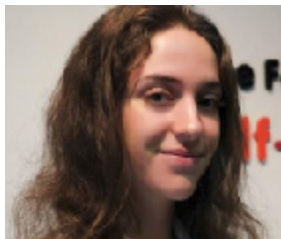
You can join our club on Facebook by searching
International Student Club MFU



Mr. Tshering Dorji
President of MFU International Club
Major: Tourism Management
From Bhutan



Mr. Seunghoon Lee
General Secretary and
Head of Public Relation
Major: International Development
From South Korea



Ms. Styliani Gkovesi
Head of Human Resource
Development
Major: International Development
From Canada



Mr. Moruf Yemi Oderinde
Head of Student Activity
Major: Logistics and
Supply Chain Management
From Nigeria



Ms. Kesang Yuden
Head of Documentation
and Publication
Major: International Development
From Bhutan



Mr. Luo Chen Xu
Treasury
Major: Business Administration
From China

Registration

The registration date for each academic year is officially announced on the University website (<http://www.mfu.ac.th/eng>)

Step 1: Registration

1. Fill out a registration form and prepare the documents listed below:

- 1.1 A 1-inch colour photograph with proper student uniform.
- 1.2 A copy of passport.
- 1.3 A copy of name change certificate (if applicable).
- 1.4 A copy of high school or diploma certificate (English version).
- 1.5 A copy of transcript (English version).

* All copies of documents must be verified with student signature.

- 2. Present documents and tuition fees to the Registrar Division during the registration period.
- 3. Receive a tuition fee receipt.
- 4. Receive your password to access the Online Course Registration Website.

Note: The tuition fees and all the registration fees must be paid in cash (THB) on the registration day.

Step 2: Student ID Card

Upon registration, the Registrar Division will help students to obtain a Student ID card. The ID card, which is issued by the Bank, can also be used as an ATM card.

The process of the student ID card will take 3 weeks and students may have to inquire about it at the bank.

Note: Recieve in person.

Step 3: Open a Bank Account

Complete a request form at the bank and prepare the documents listed below:

1. A copy of passport.
2. A copy of visa.
3. A 1-inch colour photograph with proper student uniform.
4. A copy of MFU acceptance letter.
5. The minimum of 200 THB deposit needed to open an account.

* All copies of documents must be verified with student signature.

Note: Please wear your student uniform every time you visit a university office.

Online Course Registration Guide

1. Go to the website <http://reg.mfu.ac.th>
2. Click on "English version" on the left-hand side of the menu.
3. Click on "Log In" on the left-hand side of the menu.
4. Enter your student ID and password and follow the instructions.
5. Click "confirm" after you have inserted the list of all the courses.
6. Print out your tuition bill before paying your account balance at the bank or the Finance and Accounting Division.

Note: The registration period begins one week before classes start. The late registration period ends 2 weeks after classes start during the first and second semesters, and one week after classes open during the summer semester.

Note: 2nd year students and above will be required to pay a late fee of 50 THB per day of late registration.

Note: For assistance with registration, see your academic advisor.

GPAX Requirements

Students are required to maintain a GPAX of 2.00 while enrolled at MFU. If you fall under the GPAX requirement, and have a GPAX of 1.50 to 1.99 for 4 semesters, you will be withdrawn from the University. If your GPAX falls under 1.50 for 2 semesters, you will be withdrawn from the University.

Caution!

1. Students should not have a GPAX lower than 1.5
2. If you are put on probation for 2 semesters, you will be withdrawn from the university.

Note: If your GPAX falls below 2.00, contact your advisor immediately; you may be in danger of withdrawal from the University.

Changing Major/Programme of Study

To change your programme of study, you must have studied at least 2 semesters. First-year students are not allowed to change their programme of study.

If you have studied at least 2 semesters, you may submit a change of major form to the Registrar Division at least one week before the registration period begins. This form may be downloaded at reg.mfu.ac.th

All the courses that you have registered for will be transferred into your new major. Courses not in your new major structure will be classified as elective courses.

Checking Your Exam Schedule

Go to <http://reg.mfu.ac.th> to check your exam schedule. Click on the "Student Timetable" link on the left side of the home page. Once directed to a new page, input your student ID where it asks for your student code. You will be directed to your exam schedule.

Note: For assistance with any academic issues, please see your academic advisor.

3

Reading Zone

Circulation

Self Access Learning Room

Edutainment Zone

▶ Audio Visual Service

▶ Multimedia Rooms (No.1- 6)

Living & Learning Zone

MFU Memorial Hall

MFU
LIBRARY

Campus Life

Student Dormitories

The University has increased its accommodation capacity and offers up to 6,000 beds in 18 dormitory buildings for students. Students' residences are just a ten-minute walk from the main university buildings. Students have privacy within a safe, friendly, and lively learning environment.

First year students are recommended to stay in the dormitories with the intention of encouraging students to develop their social skills through living together, learning together and helping one another. The student dormitories, which are supervised by University staff and guarded round the clock by security officers, provide desks, beds and mattresses, internet corners, TV rooms and study rooms.



Dormitory Services

24-hour dormitory guardians.

24-hour security officers.

24-hour laundry.

Wi-Fi Internet access.



Notification of Residence

According to section 38 of the 1979 immigration act, "House owners, heads of household, landlords or managers of hotels who accommodate foreign nationals on a temporary basis who stay in the kingdom legally, must notify the local immigration authorities within 24 hours from the time of arrival of the foreign national.

Due to the immigration act above, all international student who stay on campus is required to submit a copy of your passport page and a copy of front-back page of the departure card (TM.6) to the dormitory staff within 24 hours. If you forget to do so, you will probably got the problem with the visa extension.

Dormitory Centre Tel: +66 (0) 5391 7116



Dormitory Rules and Regulations

All students who reside in the dormitory shall strictly observe the following rules and regulations:

1. Entering and leaving the dormitory.
 - 1.1 The dormitory is open from 06.00 hrs. to 22.00 hrs.
 - 1.2 If the student returns to the dormitory later than 22.00 hrs., the dormitory supervisor will deliver a warning or punishment in accordance with Student Regulations, unless the student has received prior permission.
 - 1.3 Students must present their student ID card to the dormitory security officer before entering the dormitory, which will be returned when the student exits the dormitory. Students must carry their student ID card with them at all times when outside of the dormitory.
 - 1.4 The common room television will be turned off at 23.00 hrs. on weekdays and at 24.00 hrs. on weekends.
2. Visitors are allowed only in the authorized visiting areas, and are not allowed to enter the dormitory.
3. Students are strictly forbidden to cause any disturbance or alarm to others in the vicinity:
 - 3.1 Gambling of all types is forbidden.
 - 3.2 Alcoholic and narcotic substances are strictly forbidden.
 - 3.3 Weapons, explosives, and dangerous items of all types are forbidden.
 - 3.4 Pets may not be kept in the dormitory.
 - 3.5 Excessive noise and disruptive behavior is forbidden.

4. Unauthorized electronic devices and appliances may not be brought into the dormitory, such as: televisions, electric kettles, electric stoves, rice steamers, microwaves, refrigerators, and toasters.
5. Authorized electronic devices/appliances that may be brought into the dormitory include: radios (not stereos), hairdryers, electronic fans, and computers. Other items must be authorized by the Student Dormitory Office. If unauthorized items are found, they will be seized immediately.
6. Dormitory appliances for shared use must not be moved or taken into rooms for personal use.
7. Cooking is forbidden in the dormitory.
8. All dormitory property and items must not be removed or modified in any way.
9. Shoes must be removed before entering the dormitory.
10. If a student receives consent to stay overnight elsewhere or to enter the dormitory after hours, such as in the case that a student returns home or has an extracurricular predicament, the student must return to the dormitory at the time and date specified.
11. Parties and social meetings of all types are forbidden without permission from the university and dormitory supervisor.
12. Students that do not follow dormitory rules and regulations be punished in accordance with the MFU Student Regulations.

Punishments

Students residing in the dormitory who violate the above rules and regulations will be punished as follows:

1. Written warning.
2. Put on probation.

3. Suspended from all courses for a minimum of one academic year.
4. Forced withdrawal from the university.
5. Any other sanction according to MFU Regulations.

Dormitory Checkout Procedure

Before leaving MFU at the end of the semester, students must:

1. Inform the dormitory staff of the exact date of leaving, returning and home contact number seven days before the final examination.
2. Collect all valuables, such as computers and money, which are not to be left in the dormitory.
3. If the student wants to live in the dormitory the next semester, pack up belongings in the cupboard and lock it.
4. If students wish to stay in the dormitory during summer, they have to contact the Student Development Affairs Division and place a booking seven days in advance.
5. Drop off the room keys to dormitory staff; dormitory staff will check the room and the student will have to sign a confirmation saying that they have left the room.
6. Students who stay in the dormitory after the last day of examinations must pay dormitory fees of 50 THB per night per person for F dormitories and 80 THB for all other dormitories. Students must inform the dormitory staff and contact the Student Development Affairs Division to complete the process.
7. Students have to return their ID cards and keys back to the dormitory officer, otherwise, they will incur a fee of 50 THB per person.

Note: For more information, please go to the university dormitory website at <http://dormitory.mfu.ac.th>

Uniforms

International students who are registered at undergraduate level (regular or international programmes) are required to wear University uniforms in accordance with the University policy. The uniform requirements are specified below:



Female

A short-sleeved white standard female uniform blouse with a fold line at the back and engraved MFU buttons; the blouse must be tucked into a standard female university black skirt, which must be long enough to cover the knees. Both the skirt and the blouse must not be too tight. The skirt must be worn with a suede brown university belt with an engraved MFU belt buckle. First years must wear plain white sports shoes with white ankle-length socks; second year students and above must wear standard black leather uniform shoes. The university pin must be clasped on the right hand side of the shirt at chest level.

Note: Muslim students are required to wear a long pleated skirt with a long sleeve shirt and white veil without accessories.

Male

A white long-sleeved shirt, navy/black trousers; a black leather belt with MFU buckle; black leather shoes; a blue necktie with the university pin.

Note: Belts, pins and neckties are all available at the MFU Book Centre.

Riding and Driving on Campus

The general rules and regulations of Thailand will be listed later in this handbook; however, there are a few rules particular to MFU:

1. First-year students are strongly encouraged not to ride a motorcycle or drive a car.
2. Everyone, including passengers, must be wearing a helmet in order to enter or depart from the campus while riding a motorcycle.
3. Motorcycles must park in the designated parking areas.

Note: In case of emergency or accident on campus, please contact +66 (0) 5391 6999.

Medical Insurance

International students are required to purchase medical insurance, organised by the IAD.

In the case that medical insurance is already possessed, please provide your details to the IAD before the registration day.

Individual policies are subject to change.

For more information, contact the IAD: +66 (0) 5391 6024

Facilities and Resource Centres



MFU Hospital

This on-campus hospital provides students, staff, and community members with medical treatment from a physician, dermatology services, dental services, Chinese medicine, child clinic and holistic health services. The hospital aims to combine Thai traditional medicine with western medicine.

Tel: +66 (0) 5391 7563



The Living and Learning Support Centre

This support centre is on the first floor of D1 Building, Room number 127 (open 08.00 hrs.. to 17.00 hrs.) it provides assistance to students to advance their personal, academic and psychological development. The centre provides students with many different aids, from reading techniques and memorisation strategies to improve their study skills, to consultation and counselling services to improve their personal and social lives. Tel: +66 (0) 5391 6666



The Sirindhorn Chinese Language and Culture Centre

A centre for Chinese language instruction, development and standardisation, this centre offers both Chinese language and Chinese teaching courses to ensure community and national level human resources development.

Tel: +66 (0) 5391 7097



Learning Resources and Educational Media Centre

This modern library and learning centre located on the second floor of D1 Building. It utilises internationally recognised information technology systems in its services. **Tel: +66 (0) 5391 6315-6**



The Mekong Basin Civilisation Museum

A research centre and museum for the study of the culture and arts of the Mekong Subregion, at D2 Building. **Tel: +66 (0) 5391 7067**



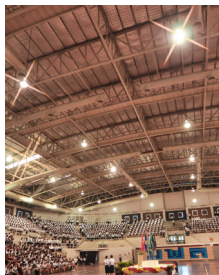
Computer Laboratory

This computer laboratory is a centre filled with electronic educational tools to supplement students' learning and training activities. This computer laboratory is at S1 Building. **Tel: +66 (0) 5391 6404**



Self-Access Language Learning Centre

This aims to foster the language learning of students by providing excellent service through well-trained staff, in an elaborate facility. Room 104, S7A building. **Tel: +66 (0) 5391 6111-2**



Indoor Stadium and Sports Complex (Chalermprakit Building)

The sports complex offers various indoor sports facilities including fitness rooms and an outdoor olympic sized swimming pool open to exercises.



Wanaphirom Park and MFU Botanical Garden

An arboretum-like park where arboriculture attractions can be appreciated, displaying thousands of plant and traditional medicinal herb varieties.



Post Office

A licensed on-campus post office offers all postal services. The office opens Monday to Friday from 08.00 hrs. to 16.00 hrs., it is located on the second floor of the M-Square Building. **Tel: +66 (0) 5391 6170**



Banks

The Bangkok Bank is located on the first floor of D1 Building. **Tel: +66 (0) 5391 2209-13**

The Government Savings Bank is located on the third floor of the M-Square Building.

Tel: +66 (0) 5391 2441-2

MFU Shuttle Buses

MFU provides 16 electric shuttle buses to facilitate students and also encourage safety and accident reduction in university. Shuttle buses provide service every day from 7.00 – 21.00 hrs. The normal route starts from the Lamduan Dormitory to C5 Building. Buses will stop only at 20 designated bus stops along the route.

The schedules for holidays or special events will be updated throughout the year.

Note: Please check shuttle buses routes, stations and schedules via <http://www.mfu.ac.th/eng/transport.php>

Important Behavioural Tips

1. Show reverence to all Buddhist objects and places. Women must never touch a monk or his robes.
2. Thais greet each other with a Wai (a prayer-like gesture where the palms of the hands are pressed together and raised to chest level) as a general rule it is polite to Wai when meeting someone older or in a senior position.
3. Always remove your shoes before entering a temple or someone's home.

Visas

Obtaining a visa

Once your application to study at MFU has been approved, you will need to obtain a non-immigrant ED visa from the Royal Thai Embassy or Consulate to enter Thailand. This visa will be extended once your study commences. In any case, DO NOT enter Thailand on a tourist or transit visa, as they cannot be extended to cover your period of study.

Required Documents:

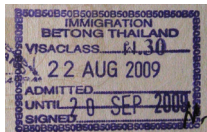
1. Copy of the official acceptance letter, academic calendar, and a letter for your visa request from MFU.
2. A recent 4x6 cm. photograph (less than 6 months old).
3. Copy of your passport-information page(s).
4. Medical certificate (less than 6 months old).
5. Visa fees.

Note: Foreign nationals on a student visa are not eligible to work in Thailand.

Visa extension

Required Documents:

1. Certificate of student status.
2. Transcript (except for first year students).
3. Your real passport and a copy of the page showing your details (including photo).
4. Copy of your passport visa page (showing the visa expiration date)
5. Visa extension request letter from MFU.
6. A recent 4x6 cm. photograph.



Procedure:

1. Three weeks before your visa expires, request a copy of your transcript and certificate of student status from the Registrar Division, which will cost 50 THB for each copy of each document.
2. After 2 days processing, return to the Registrar Division to receive your documents.
3. Contact the IAD, bringing your passport and the listed documents with you (A copy of passport/ A copy of visa page/ Transcript/ certificate).
4. Wait 3 days for the IAD to issue your visa extension request letter.
5. Contact the Immigration Office with all listed documents, fee 1,900 THB, original passport and a recent 4x6 cm. photograph.

Note: You will be fined an overstay charge consisting of 500 THB per day if you do not extend your visa on time.
The maximum charge is 20,000 THB.

90 Day Report

The Thai Immigration Office requires all foreigners staying in Thailand longer than 90 days to report their current address every 90 days, and must be done between 15 days before the due date to 7 days after.

90 days notification or 90 days report can be done through 3 channels.

1. Report in person at the Immigration office with original passport
2. Report by registered mail (Must be done at least 15 days before the due date of notification)
 - Photocopy of passport pages with following pages
 - front page showing name / surname / Passport Number
 - current visa
 - last entry stamp of immigration
 - last extension of visa

- Photocopy of departure card TM.6
- Previous notifications of staying over 90 days (if any)
- Completely filled in and signed notification form TM. 47
(Don't forget to sign your name)
- Envelope with 10 Baht stamp affixed and return address of foreigner for the officer in charge to send back the lower part of form TM. 47 after having received the notification. This part must be kept for reference and for future notifications of staying over 90 days.

The above mentioned documents must be sent by registered mail and the receipt of the registration kept by the foreigner.

3. Report online via the Immigration Bureau link

<https://extranet.immigration.go.th/fn90online/online/tm47/TM47Action.do> (Must be done at least 15 days but not less than 7 days before the due date of notification)

Note: The 90 Day Report is NOT a visa extension!
The process can be done by person at the Immigration Office or by post 15 days before the due date.

Note: If you are late reporting to immigration, you may be prosecuted and/or fined 2,000 – 4,000 THB.

Re-Entry Permit

Students who plan to leave Thailand for any purpose must apply for Re-Entry permit after their return from abroad. Student have to bring their original passport and contact dormitory staff or residence owner to inform the local Immigration Office within 24 hours.

Required Documents:

1. Completed re-entry form (can be obtained from the Immigration Office front desk).
2. Passport.
3. A recent 4x6 cm. photograph.

Note: Fees for Single Re-entry	1,000 THB
Fees for Multiple Re-entry	3,800 THB

Address Reporting

Whenever international students come back from other countries, you must to report your address in Thailand to the nearest Immigration Office within 24 hours.

- For those who stay on the campus, you have to take a copy of your passport, a copy of your current visa stamp and a copy of the departure card, then contact the dormitory center (F6 Building).
- For those who stay off campus, you have to inform the landlord to report your address to the Immigration Office.

Immigration Offices

Chiang Rai Immigration Office (Mae Sai)

117 Moo 1, Wang Phang Kham, Mae Sai, Chiang Rai 57130

Tel: +66 (0) 5373 1008 Ext. 23 Fax: +66 (0) 5373 1009

Office Hours: 08.30 hrs. to 16.30 hrs. Monday-Friday

Chiang Rai Immigration Office (Visa Section)

One Stop Service, Chiang Rai Provincial Administrative Organization

Near Mae Fah Luang - Chiang Rai International Airport

Tel: +66 (0) 5317 5376 Fax: +66 (0) 5317 5377

Office Hours: 08.30 hrs. to 16.30 hrs. Monday-Friday

Chiang Mai Immigration Office

71 Moo 3, Airport Road, Muang, Chiang Mai 50200

Tel: +66 (0) 5320 1755 Ext. 6

Office Hours: 08.30 hrs. to 16.30 hrs. Monday-Friday

Bangkok Immigration Office

507 South Sathon Road, Soi Suan Phlu, Bangkok

Tel. +66 (0) 2287 3101-10

Office hours: 08.30 hrs. to 16.30 hrs. Monday-Friday

Money Matters

Sending and Receiving Money in Thailand

You may need to send money to someone in Thailand, or even to yourself. Due to advanced technology in the banking industry, sending a small amount of money less than 10,000 US dollars, to Thailand is easy. Banks in Thailand do not use an International Bank Account Number (IBAN); instead, they use the SWIFT coding system for bank transactions. Here are some methods used to send money to Thailand:

- **Via Western Union** Many people find this convenient, cheap and fast. This service is very useful in emergency cases; it is a retail money transfer with no bank account required. The fees vary depending on the amount, the country you send from and the country you send to. If you send more than 1,000 US dollars, they will ask for more personal information and the reason for sending it.
- **Bank transfer** This is convenient if both the sender and the recipient have a bank account. The sender requests an international bank transfer at their bank. The money transfer can take up to five days depending on the bank. Not all bank branches do international money transfers and fees will apply.
- **International money order** This is inconvenient because it can be cashed only at certain bank branches, and banks in Thailand charge a high fee for cashing money orders.
- **Sending a debit card to a recipient in Thailand** The sender provides a debit card such as Visa or Master Card to the recipient, with the pin number sent separately. The recipient can withdraw money directly from an ATM machine in Thailand. This way, the sender can control how much money is put into the account and can stop the account access at any time.

- **Online** This is the safer, easier way to make an online payment and can also be used to send money to someone. PayPal lets you send money to anyone with an e-mail address. It is free, and works with your existing credit card and current bank account. There are a few ways to do this. Go to www.paypal.com to learn more about how to sign up and other details.

Exchanging Money in Thailand

It is easy and convenient to exchange money when you first arrive at the airport. You should exchange just enough for a few days because you can get a better rate from bank in town or from money exchange booths.

An easy way to access your money from your home country is to use an ATM card with the PLUS, Cirrus, or STAR logo. You can also use a major credit card to get Thai currency from your account back home. However, be mindful that until you have a Thai bank account, withdrawal fees will be higher.

Fees vary from bank-to-bank. Also, you should alert your bank and credit card company that you will be traveling in Thailand before you leave home. The bank may detect what it may think are unauthorised withdrawals and put a hold on your accounting learning you with no access to your money.

There are always unforeseen problems when you need to get cash right way. Therefore, you should have some extra cash and traveller's checks as backup. Only carry enough cash for your expense for the day, or only an amount that you are comfortable using. Check with your dormitory about leaving your valuables in a safe place.

Thai banks are closed on public holidays. Some branches in town such as Central Plaza and Big C, are opened on weekends. ATM machines are usually accessible 24-hours a day, located outside banks, convenient stores, and other locations popular places.

Riding and Driving in Thailand

Rules of riding a motorcycle and driving a car

1. Traffic moves on the left side of the road.
2. The legal driving age for cars is 18 and for riding a motorcycle up to 110 cc is 15; 18 is the legal age for riding a motorcycle over 110 cc.
3. The legal blood alcohol limit is 0.5 milligrams of alcohol per litre of blood, and 0.2 milligrams of alcohol per litre of blood for those who have held licenses under 5 years.
4. Law requires the driver of any vehicle to hold a valid driver's licence and copy of vehicle registration document.
5. A tax sticker and at least third-party motor insurance are required for all vehicles (including motorcycles), and have to be renewed annually at the local Department of Land Transportation office.
6. The driver and passengers in the front seat of vehicles are required to wear seatbelts fastened.
7. Speeding fines and traffic tickets may be paid at the local police station.
8. Vehicles with red registration plates cannot be ridden at night.
9. Law does not require children's car seats.
10. The speed limit on the highway is usually 90 kilometres per hour, and in some areas 100 or 120 kilometres per hour. In urban areas it is usually 50 or 60 kilometres per hour.
11. Motorcycle riders are required to wear a helmet.

Safe Driving Tips

1. In larger cities, heavy traffic usually occurs in weekdays between 07.00 hrs. to 09.30 hrs. and from 04.30 hrs. to 19.30 hrs. In smaller towns, the rush hours are shorter.
2. At the start and end of major holidays, traffic is very heavy. Numerous accidents and fatalities may occur due to drunkenness and recklessness.
3. Pay more attention to your driving than you would back home because directional signs in English are quite small and some road signs are only in Thai.

Traffic Accidents

In case of a traffic accident in which no one is injured:

1. Move all vehicles involved to the side of the road to avoid blocking traffic.
2. Call the emergency number 191, or 1155 for English-speaking police assistance.
3. Exchange information with the other drivers: passport and ID card numbers, driving licence number, vehicle registration, insurance details, the vehicles' registration number, phone numbers and addresses.
4. Know what your insurance company requires. Know if the company has a 24-hour assistance phone number.
5. Inform your insurance company and file the necessary forms.

In case of a traffic accident in which there is an injury:

1. Call the emergency number 191, or 1155 (English-speaking) for police assistance.
2. Uninjured persons should move to the side of the road.
3. Call an ambulance and tend to anyone who is injured. If you are trained, apply emergency first-aid procedures.
4. Do not move the vehicles involved.
5. Exchange information with the other drivers: passport and ID card numbers, driver's licence number, vehicle registration, insurance details, the vehicles' registration number, phone numbers and addresses.
6. Know what your insurance company requires. Know if the company has a 24-hour assistance phone number.
7. Inform your insurance company and file the necessary forms.
A police report will need to be completed at the local police station.

How to Get a Driving Licence

To get a driving licence you have to be in good health with no physical or mental handicaps and be of sound mind. Foreigners with an international driving licence and valid driving license from their home country, along with a Non-Immigrant visa, can apply for Thai licence. With these documents, foreigners do not need to take the driving test or written exam in Thailand. You will be provided with a one – year temporary driving licence for passenger cars (Not for commercial vehicles or motorcycles).

In Thailand, a driving licence is obtained at the Chiang Rai Provincial Land Transport Office. In certain offices, the exam is available in English. If not, the exam will be in Thai, but you may be able to use a Thai interpreter to help you during the process if you receive the permission of the examiner. Foreigners must take the Thai driving licence examination if they do not have an international driving licence and valid licence from their home country.

In order to receive a driving licence, you must contact the Chiang Rai Provincial Land Transport Office and submit the following documents:

1. Student certification (from the Registrar Division).
2. A copy of your transcript (from the Registrar Division).
3. A copy of your passport information (the page with your photo).
4. A copy of your visa (showing the date of expiry).
5. Letter of certification from a doctor (from the Hospital).

Note: If you have your international and home-country driving licence, you will only need to pass these simple tests: colour blindness, reflexes, and depth perception. After you have passed these tests, your documents will be checked. After paying the small fees, you will receive a temporary Thai driving licence.

Thailand and Chiang Rai

Climate

Thailand has a tropical climate, with three distinct seasons: hot from March to June, wet from July to October, and cool from November through February. The temperature in Chiang Rai is 28°C (83°F) on average, ranging from 40°C in April to 15°C in December.

What to Wear

Light, loose cotton clothing is best. Synthetic materials should be avoided. Sweaters are needed in the cool season, especially in the evening or when visiting mountainous areas or national parks. Jackets may be necessary. Polite, modest dress is required entering temples or palaces.

Local Time

GMT+7hours

Business Hours

Most offices open from 08.00 hrs. to 16.00 hrs., Monday to Friday, except on public holidays. However, the offices may be closed during the lunch hour. Many stores are open 12 hours a day, seven days a week.

Currency

THB=Thai Baht, there are 100 Satang in 1 THB. Notes are issued in denominations of 1,000 THB (grey), 500 THB (purple), 100 THB (red), 50 THB (blue), and 20 THB (green). There are 10, 5, 2, and 1 THB coins, as well as 50 and 25 Satang coins. Most foreign currencies and traveller's checks are easily changed at banks, hotels, or money changers.

Electricity

The electric system is 220 Volt AC (50 cycles). There are many types of plugs, so carrying a plug adapter kit is recommended.

Thai Food

Thai food offers a variety of flavours and tastes, mixing herbs and spices and market-fresh ingredients for a special culinary experience.

Eating ranks high on the Thai scale of pleasure; and meals are informal affairs. The staple is rice, accompanied by a variety of dishes that can be eaten in almost any order and seasoned to individual taste. Several condiments such as fish sauce and chilli peppers are usually present at every meal. Most often, there will also be a soup of some kind, along with curry, a steamed or fried dish, a salad, and one or more basic sauces. Desserts may consist of fresh fruit or one of the many traditional Thai sweets.



Emergency Situations Guidelines

What you should do during....

Earthquake

- If you are **indoor**, stay away from glass windows shelves, cabinets and other heavy objects. Duck under a study desk or table and hold on it, or protect your head with your hands and arms.
- If you are **outdoor**, move to a clear area and stay away from trees, building, electrical lines lights.
- If you are in a **moving vehicle**, stop the car on the side of the road and set parking brake, stay inside until the earthquake stops. Stay away from the trees, building, overpass or flyovers and electrical line.

Note: Be prepared for aftershocks. Once the shaking stops, take the fastest and safest way out of the building. **DON'T** use elevators.

Floods

- If it is raining heavily, **Pay close attention to flash flood warning**. If there're any risk of a flash flood, move immediately to higher ground. Don't wait.
- During a flood, Turn off utilities at the main switches and keep away from all power lines and electrical devices.
- Do not walk or drive through flooded areas. Moving in water only 6 inches deep is enough to knock you down and cause an injury.
- If floodwaters rise around your car but the water is not moving, abandon the car and move to higher ground. Do not leave the car and enter moving water.

Note: Avoid contact with floodwaters as much as possible.
They may contain raw sewage, gasoline, and oil.

Fire

When the alarm is sound, do not panic.

- Get out of the room or classroom as quickly as possible. Do not take time to save belonging.
- Leave the building by the nearest available exit.
- Use the stairs. Do not use elevator.
- When Smoke rises, be sure to stay low to the ground. Crawling on your hands and knees will keep you from inhaling as much smoke.
- If your clothing catches fire, immediately stop, drop to the ground and roll with your hands over your face. This cuts off the air and puts out the flames.

Note: you should know where fire extinguishers, first aid kits, alarms and communications facilities are located and learn how to use them beforehand.

Evacuation

In worst case of lost connection,

1. Prepare a handy emergency supply kit with drinking water, flashlights, clothes, extra batteries, important document (Passport, ID card and etc.), medicine and cash .
2. Evacuate to a temporary shelter center where is the **MFU Sport Complex**. For the students who stay off the campus, please evacuate to **Ban Mae Khao Tom Tha Sut School** or **Tha Sut subdistrict Municipality** and wait for help from MFU
3. Report your status as soon as you are able to get call or internet connection to the International Affairs Division.

Religious Sites

Buddhist Temples

- **Huay Plu Temple**

Moo 9, Tha Sud, Muang Chiang Rai, Chiang Rai

- **Phra Kaew Temple**

Trairat Road, Muang Chiang Rai, Chiang Rai

Christian Churches

- **Baan Athitaan Church**

Ban Du, Muang Chiang Rai, Chiang Rai

- **Chiang Rai International Christian Fellowship**

Dendamrongsat Church, Den Ha, Muang Chiang Rai, Chiang Rai

Muslim Mosques

- **Darunaman Mosque**

Isaraparb Road, Muang Chiang Rai, Chiang Rai

- **Masjid Almadinah Maechan Chiangrai**

57 Moo 14, Mae Chan, Chiang Rai

Useful Phone Numbers & Contacts

Emergency Numbers

MFU Emergency Response Unit 0 5391 6999 (internal 6999)

MFU Hospital Emergency Room 0 5391 7531

Emergency Police Service 191
www.patrolcops191.com

Medical Emergency Call 1669

Fire Brigade 199, 0 5371 1222
www.chiangraicity.go.th

Crime Suppression Division 1195
www.csd.go.th

Chiang Rai Tourist Police 0 5371 7796, 0 5374 0249
www.touristchiangrai.com

General Numbers

Tourist Police Division 1155
www.thailandtouristpolice.com

Food and Drug Administration 1156
www.fda.moph.go.th

Airports

Suvarnabhumi International Airport 0 2132 1888
www.suvarnabhumiairport.com

Donmueng International Airport 0 2535 1111
www.donmueangairport.com

Mae Fah Luang - Chiang Rai International Airport 0 5379 8000
www.chiangraiairportthai.com

Airlines

Thai Airways International 0 5371 1179, 0 2288 7000
www.thaiairways.com

Thai Smile Airways 1181, 0 2118 8888
www.thaismileair.com

Bangkok Airways 1771, 0 2270 6699
www.bangkokair.com

Thai Air Asia 0 2515 9999
www.airasia.com

Nok Air 1318
www.nokair.com

Thai Lion Air 0 2529 9999
www.lionairthai.com

Buses

Green Bus 0 5326 6480, 0 5374 0467
www.greenbusthailand.com

Nakhonchai Air 1624
www.nca.co.th

Sombat Tour 1215, 0 2030 4999
www.sombattour.com

Immigration Departments

Immigration Bureau Office 1178
www.immigration.go.th

Chiang Rai Immigration Office (Mae Sai) 0 5373 1008-9 ext. 24
www.chiangrai.immigration.go.th

Chiang Rai Immigration Office (Visa Section) 0 5317 5376
www.chiangrai.immigration.go.th

Schools

School of Agro-Industry	0 5391 6738-9 agro-industry@mfu.ac.th
School of Anti-Aging and Regenerative Medicine	0 2664 4361 anti-aging@mfu.ac.th
School of Cosmetic Science	0 5391 6830 cosmeticscience@mfu.ac.th
School of Dentistry	0 5391 6572 dentistry@mfu.ac.th
School of Health Science	0 5391 6821 health-science@mfu.ac.th
School of Information Technology	0 5391 6741-2 itschool@mfu.ac.th
School of Law	0 5391 6858 law@mfu.ac.th
School of Liberal Arts	0 5391 6731 liberal-arts@mfu.ac.th
School of Management	0 5391 6695 management@mfu.ac.th
School of Medicine	0 5391 6566-7 med@mfu.ac.th
School of Nursing	0 5391 6869 nursing@mfu.ac.th
School of Science	0 5391 6775 science@mfu.ac.th
School of Sinology	0 5391 6690 sinology@mfu.ac.th
School of Social Innovation	0 5391 6677 social-innovation@mfu.ac.th

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Registrar Division 0 5391 6544
reg@mfu.ac.th

Research Services Division 0 5391 6389
research@mfu.ac.th

Student Development Affairs Division 0 5391 6376-7
student.division@mfu.ac.th

Public Relations Division 0 5391 7034
pr@mfu.ac.th

Finance and Accounting Division 0 5391 6011
finance@mfu.ac.th

Placement and Co-operative Education Division 0 5391 6366
internship@mfu.ac.th

Postgraduate Studies Office 0 5391 6137-8
graduate@mfu.ac.th

International Affairs Division 0 5391 6024
inter@mfu.ac.th

Building and Grounds Division 0 5391 6920
building@mfu.ac.th

Academic Support and Service Centres

Learning Resources and Educational Media Centre 0 5391 6316
library@mfu.ac.th

Sirindhorn Chinese Language and Culture Centre 0 5391 7097
chinese-center@mfu.ac.th

Academic Services Centre 0 5391 6450
cas@mfu.ac.th

Information Technology Services Centre 0 5391 6411
cits@mfu.ac.th

Scientific and Technological Instruments Centre 0 5391 6211
stic@mfu.ac.th

Mae Fah Luang University Hospital 0 5391 7563
hospital@mfu.ac.th

MFU Sport Complex Centre 0 5391 7820

Post Office, MFU Branch 0 5391 6170

Bangkok Bank, MFU Branch 0 5391 2209-13

Government Savings Bank, MFU Branch 0 5391 2441-2

MAE FAH LUANG UNIVERSITY GUIDE MAP



- AD1** Office of the President
- AD2** Central Administration Building
- AS** Academic Services Building
- AV** Learning Resources and Educational Media Centre: Library
- C1** Lecture Hall Building 1
- C2** Lecture Hall Building 2
- C3** Lecture Hall Building 3
- C4** Main Auditorium
- C5** Police General Pow Sarasin Building
- D1** Students' Activity Building and Canteen
- D2** The Project on Establishment of Mekong Basin Civilization Museum
- E1** Faculty Office Building 1
- E2** Faculty Office Building 2
- E3** Faculty Office Building 3
- M3** Pre-Clinic Building

M Square

- E Park : Education Park Building | M Store
- I Park : Innovation Park Building
- L Park : Lifestyle Park Building

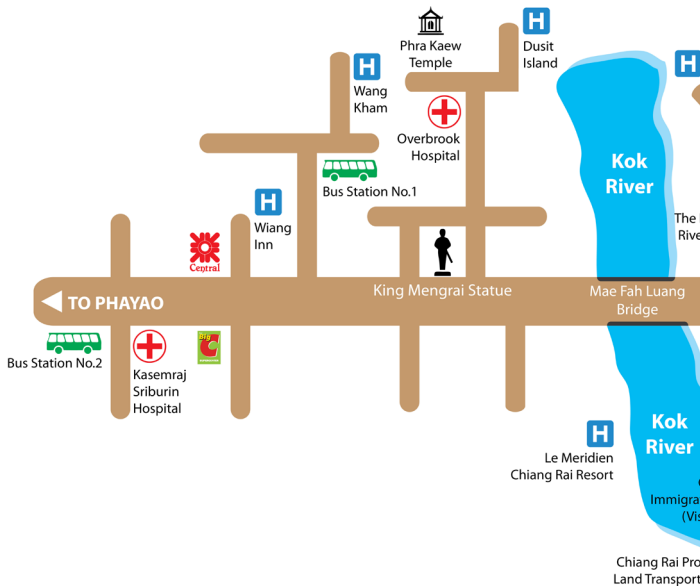


- A1-5** Staff Residence
- F1-6** Female Dormitory 1-6
- 0** President's Residence
- 1-2** Sakthong Dormitory 1-2
- 3** Police General Pow Sarasin International Dormitory
- 4** Boonsong-Piengjai (Harnpanich) Asavabhokin International Dormitory
- 5** Prasert-Tassanee Poongkumarn International Dormitory
- 6-12** Male Dormitory & Senior Dormitory
- 13** Medical Staff Residence
- S1-S6** Scientific & Technological Laboratory Buildings
- S7-A** Language Learning Centre
- S7-B** Research Centre

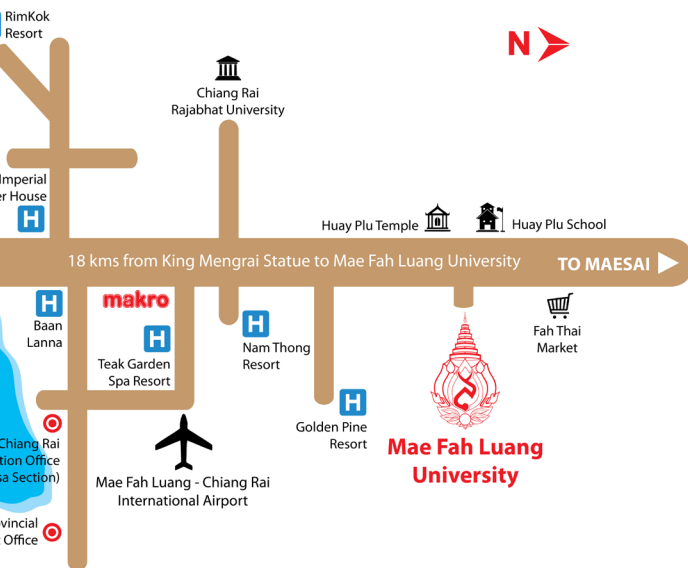
- A.** HRH Princess Srinagarindra Statue
- B.** Lan Thong Chaloe Phra Kiat Vihara
- C.** MFU Botanical Garden
- D.** Mae Fah Luang University Hospital
- E.** Sirindhorn Chinese Language and Culture Centre
- F.** Exercise Park
- G.** MFU Tennis Courts
- H.** MFU Swimming Pool
- I.** MFU Sports Field
- J.** Queen Sirikit 72nd Jubilee Sport Arena
- K.** MFU Football Stadium
- L.** MFU Sport Stadium
- W.** Wanasorn Wellness Resort for Health and Aesthetic Wanawes Inn

Food Outlet: D1 Building, E1 Building, E2 Building, C5 Building, and M Square

Map From Chiang



Rai City to MFU



International Affairs Division



Vision

To expand and enrich international dimensions to become a 'premier university in the Greater Mekong Sub-region'

Responsibilities

The Division is comprised of four separate sections, each with their own particular functions and responsibilities:

1. International Student Affairs
2. Public Relations and Communications
3. International Collaborations
4. General Affairs

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