

**Work procedure for student exchange program (Outbound)  
with partner universities under MoUs of the University level.**

Outbound exchange program is a program that encourages KMUTT students to study for one semester or up to one year at a Partner University. Apart from studies, such exchange programs support personal growth, lead to a deeper understanding about foreign cultures and improve international relationships.

**Work procedure for student exchange program (Outbound) are as follows:**

**1. Student Qualification**

1. Be a full-time undergraduate or graduate student at KMUTT
2. Completed at least one-year study prior to the participation date
3. Cumulative Grade Point Average (GPAX) is 2.00 or above
4. Must satisfy levels of English proficiency required by the host university
5. Be well-behaved as representatives of KMUTT
6. Be qualified according to the requirements of the partner university
7. Must be nominated by the Faculty / School

**2. Documents Required:**

- 2.1 Nomination letter from the faculty /School
- 2.2 Application Form  
Download:  
<http://global.kmutt.ac.th/academics/exchange-programs/outbound-exchange-student>
- 2.3 Official academic transcript
- 2.4 Photo 4x6 cm.
- 2.5 A copy of passport
- 2.6 Resume or Curriculum Vitae or CV
- 2.7 Medical Certificate
- 2.8 English language proficiency certificate such as IELTS 5.5 or TOEFL 500 or TETET 5.0 or (depending on the partner universities requirements) which should not more than 2 years old
- 2.9 Self-pledging letter (For student who has a Cumulative Grade Point Average (GPAX) lower than 2.50)

### 3. Application period

**Group 1:** Exchange students apply for the first semester (August – December)

Date	Work Procedure for Semester Exchange Program (Outbound)
1-31 January	1. IA Office summarizes the exchange programs
	2. IA Office announces and disseminates the exchange programs among Faculties/Schools and students
	○ Global website: <a href="http://global.kmutt.ac.th/category/events">http://global.kmutt.ac.th/category/events</a>
	○ Facebook: <a href="https://www.facebook.com/kmutt.inter/">https://www.facebook.com/kmutt.inter/</a>
	3. Students acknowledge about the exchange programs
1- 15 February	4. Students discuss with an advisor for a study plan and a possibility of credit transfer
	5. Students complete and submit an application form including a set of application materials through an approval from their advisor to Faculties/Schools or relating offices
	6. Faculties/Schools check application documents /screen out students according to qualification and nominate the qualified ones to IA Office
16-28 February	7. IA Office checks applications / screen out the eligible students
1 -15 March	8. Call for an Interview
3 working days after the date of interview	9. IA Office notifies the acceptance result to the Faculties/Schools
	10. Students acknowledge the result of Interview
3 working days after the announcement of an interview result	11. Students confirm their final decision to Join the program

**Group 2:** Exchange students apply for the second semester (January – May)

Date	Work Procedure for Semester Exchange Program (Outbound)
1-31 August	1. IA Office summarizes the exchange programs
	2. IA Office announces and disseminates the exchange programs among Faculties/Schools and students
	○ Global website: <a href="http://global.kmutt.ac.th/category/events">http://global.kmutt.ac.th/category/events</a>
	○ Facebook: <a href="https://www.facebook.com/kmutt.inter/">https://www.facebook.com/kmutt.inter/</a>
1-15 September	3. Students acknowledge about the exchange programs
	4. Students discuss with an advisor for a study plan and a possibility of credit transfer
	5. Students complete and submit an application form including a set of application materials through an approval from their advisor to Faculties/Schools or relating offices
16-30 September	6. Faculties/Schools check application documents /screen out students according to qualification and nominate the qualified ones to IA Office
1-15 October	7. IA Office checks applications / screen out the eligible students
3 working days after the date of interview	8. Call for an Interview
	9. IA Office notifies the acceptance result to the Faculties/Schools
3 working days after the announcement of an interview result	10. Students acknowledge the result of Interview
	11. Students confirm their final decision to Join the program

**Note:**

- In case of special programs, IA Office will announce the program in order to meet the requirements of the host university
- If there are any conflicts, consideration by the committee members shall be final

#### 4. Preparation before travelling to study at Partner University

##### Visa

○ Once the student receives the letter of acceptance from Partner University, they need to bring it to apply for a student visa. Check out more information about visa for each country at the Ministry of Foreign Affairs website

<http://www.consular.go.th/main/th/organize/21154-foreignmissionsinthailand.html>

##### Flight Ticket, Health Insurance and Travel Insurance

○ Students can buy an airplane ticket after they have been accepted by Partner University. Students also must buy an international insurance that provides a wide range of both medical and accidental coverage during their stay at Host University. Some University policy requires student to buy a specific health insurance and travel insurance. Students must carefully study all necessary information before making their decision

##### Accommodation and Pick-up Service

○ Student must ensure about their accommodation before travelling to the Partner University

○ If Partner University requests student to arrive at the airport in specific time, they should follow the instruction carefully

##### Note:

International Affairs Office is the primary contact (coordinate) to make final nomination of the students to participate in a specific exchange program and inform the same to the Partner University