



Guideline for Online Non-ED Visa Extension Request For International Students at Khon Kaen University

Requesting for the visa letter

1. Visit <https://ird.kku.ac.th> → Click “Inter-Student Service” → Click “Visa Extension Request” or visit <http://iris.kku.ac.th>
2. Sign in by using your KKU account (username = student ID without dash (-), ex. 58xxxxxxxx)
3. Click “VISA” → “Form” and fill in the blank
4. Check all required information again before clicking “Submit”
5. Click “Print for advisor approval” and print out the request form (IR Form 4)
6. Sign the IR Form 4 and attach the required documents mentioned on the IR Form 4 with your signature in all copies
7. Bring the IR Form 4 and required documents to your advisor or the faculty staff to check and sign for certifying your student’s status
8. Submit the IR Form 4 and required documents to the faculty staff or International Relations Division (IRD)

Tracking the visa letter

1. Visit <https://ird.kku.ac.th> → Click “Inter-Student Service” → Click “Visa Extension Request” or visit <http://iris.kku.ac.th> to track your visa letter at “VISA” → “Tracking”
2. If the process is in “State 5 = Letter signed”, the system will email you the notification to pick up the letter either at the faculty or IRD depending on where you submit the documents. Then, you need to apply for the visa extension at Khon Kaen Immigration afterwards.

Note:

MY VISA

references no

1 2 3 4 5 Closed

VISA-0163

✓ ✓



1. You can check your information or reprint the form by clicking the blue button.
2. You cannot edit the information after you click submit. In case some information is wrong, please note on the printed IR form 4. The IRD staff will correct the information for you after you submit the documents to IRD.
3. The process after the request is approved by IRD staff (State 3) takes about 3 – 6 working days. Please find more details from “Visa Extension Letter Working Flowchart” in the next page.

Visa Extension Letter Working Flowchart

