Useful Information

for

New Foreign Temporary Employee

(drawing of NARIT office)

by

Research Facilitation Division

(October 2017)
1. Process for employment

- After qualification and interview satisfaction by NARIT researcher or staff, NARIT by Human resource will issue an acceptance letter indicating, agreed salary to applicant for VISA application for working in Thailand, Non-Immigrant Visa type B.

Required documents for qualification are as follows;

1. Official certificates of your education
2. Two recommendation letters from references
3. Working verification letter from previous institute
4. CV or biodata with current photograph
5. all pages of your valid passport
6. work or research plan at NARIT

If any document above is not written in English, it must be translated to English by a professional/certified English translator with his/her signature and attach to the original document.

In some cases, work permit, ID of NARIT director, contract or establishment statute of NARIT is required for certain Thai Embassy in some countries.

- After arrival, medical check is necessary for work permit application. There are several hospitals both government and private ones for this checkup. However, a suggested
hospital is Chiangmai Ram Hospital because it is rather easy to get there by a red taxi, rather fast comparing to the government’s hospital in the north part of Chiangmai city. Moreover, the hospital staff can communicate in English. You probably take a few hours there and leave. Then you can collect the result within a day. (for location, please check website, http://www.chiangmairam.com/contactus

Chiangmai Ram Hospital

Red taxi can take you to most of the places in Chiangmai city (cost ~ 30-40 THB)
Note: Please get a list for medical checkup sheet from Human Resource (HR) department and show it to the hospital and let the nurse know that this checkup is for work permit application. You have to pay for the medical checkup first, ~ 300 THB, and keep the receipt which can be reimbursed from HR afterward.

- After receiving the result of medical checkup, HR will make an arrangement to bring you to Department of Employment for work permit application which will take usually ~ 7 working days after submission. You also need to bring your 4 photographs with the size of 3 cm x 4 cm.

- After receiving your work permit, you will be eligible to sign contract.

2. Contract

- The contract is usually for 1 year but it can be extended for another year.

- Since the fiscal year of Thailand starts at the 1st of October, so your contract will end at the 30th of September no matter when it started but you will sign a new contract which will cover the rest of your remaining duration.
3. **Income Tax**

All employees are subject to pay income tax which will be deducted from your salary. However, at the end of the year, you may be able to claim back some or all of your tax if your tax was deducted more than it should be.

4. **Bank account**

Your salary will be paid to you via your bank account. Therefore you have to set up your Bank account at KrungThai Bank (KTB), Huay Kaew Road branch which is NARIT’s correspondent one. The Bank require your passport and work permit.

![Map of the area showing NARIT and KTB locations](image-url)
The bank will give you a bank book and an ATM card which can withdraw cash from ATM machine of KTB or other banks. However, withdrawal from ATM machine of other banks will be free of charge up to 4 times per month. After that some charge will be applied (e.g., 25 THB). For KTB ATM machine, it is always free of charge unless you use the KTB ATM machine outside Chiangmai where ~ 25 THB charge will be applied.
5. **Accommodation**

The successful applicant has to find himself or herself an accommodation in Chiangmai near NARIT since NARIT does not have its own accommodation. (some accommodations can be suggested by the corresponding NARIT researcher or staff)

**Note:** Please ask the owner, landlord, landlady or host of your accommodation to report your stay to the immigration office using the TM.30 form.


You also need to inform HR your local address and also whenever you change your accommodation.

6. **Health and accidental insurance**

- If the applicant intend to stay for short time, like a few months, you are advised to get health and accidental insurance before coming to Thailand.

- For long time applicant, you are also advised to buy your own health and accidental insurance with an insurance company in Thailand (if you need assistance on this, please come to see HR or Research support staff)
7. **Working days/hours**
   
   Monday-Friday / 8.30 am - 4.30 pm
   
   Please scan your finger when in and out NARIT office

8. **Welfare**
   
   No welfare for temporary employee

9. **Holidays and paid leave** (details refer to HR)
   
   - Public holidays in Thailand
     
   
   - Sick leave: 30 days per year
   
   - Personal leave: 15 days per year
   
   - Vacation leave: 12 days per years (after 1st year)
   
   - You must get a permission for your leave from your supervisor or inform by e-mail to HR, NARIT corresponding staff and research support staff

10. **VISA extension**
    
    It is the employee’s responsibility to apply for VISA extension, more detail please consult HR. There are 2 places in Chiangmai for VISA extension. Please see these web sites for more detail,

11. **Registration to NRMS as NARIT researcher**
    If you are post-doc, researcher or research assistant, you must register to National Research Management System (NRMS) with our assistant or your corresponding NARIT staff following the link here, http://www.nrms.go.th/

12. **E-mail account and internet access**
    You will be given an e-mail account, username and password for internet access. A personal computer may be loan from IT division depending on availability of the computer. So, you are suggested to bring your own computer notebook. Any item loan from IT division must be returned before the end of your contract. You are also required to scan your fingers at HR department in order to access some rooms at NARIT building.

13. **Receipts for reimbursement**
    When you are already working for NARIT, whenever you purchased some materials, traveled or stayed overnights at a
hotel for work purpose, the receipt must be carefully stated that,

**In English**

Name: National Astronomical Research Institute of Thailand (Public Organization)
Address: 260 Moo 4, T. Donkaew, A. Maerim, Chiangmai, 50180 Thailand

**In Thai**

สถาบันวิจัยดาราศาสตร์แห่งชาติ (องค์การมหาชน)
260 หมู่ 4 ต.ตาบลดอนแก้ว อ.แม่ริม จ.เชียงใหม่ 50180
เลขประจําตัวผู้เสียภาษี 099-4000-6848-27

14. **NARIT contact points for further information**

- **Ms. Kanlaya Thapiang (Research Support)**
  Tel: (+66) 53 121 268-9 Ext. 501, HP: 089-632-4730,
  e-mail: kanlaya@narit.or.th

- **Mr. Natapit Thongsavai (Research Support)**
  Tel: (+66) 53 121 268-9 Ext. 503, HP: 091-069-9569,
  e-mail: natapit@narit.or.th

- **Ms. Aphiradi Sukaraphat (HR management)**
  Tel: (+66) 53 121 268-9 Ext. 108, HP: 085-482-2556,
  e-mail: aphiradi@narit.or.th
15. **Driving**

   You must have an international driving license for car and motorcycle. When driving motorcycle, you must wear helmets and keep your driving license and passport with you.

16. **Daily transport to NARIT**

   NARIT office is out of the city about 5-6 km, there is neither public transportation nor NARIT commute service from the city to/from NARIT. You have to travel to NARIT office by your own car, motorcycle or bicycle.

   Along the canal road from the city toward NARIT office, on left-hand side, you will see Chiang Mai International Exhibition and Convention Centre and Chiangmai Sport Centre where there is a bicycle track passing NARIT office.
Chiang Mai International Exhibition and Convention Centre (NARIT vicinity)

Chiangmai Sport Centre (NARIT vicinity)
The bridge crossing the canal to NARIT office

17. **Police and Emergency call**
   
   Dial 191
18. Other information

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