

Applicant's Name : _____ Applicant's Passport No : _____

No.	CHECKLIST OF DOCUMENTS REQUIRED FOR TOURIST VISA APPLICATIONS - SINGLE ENTRY	Yes	No
1	Travel Documents		
1.1	Passport or travel document with validity not less than 6 months with TWO BLANK PAGES . Two signed copies of front and last page of passport.		
1.2	One visa application form completely filled in and signed by applicant.		
1.3	Two color photographs of the applicant with the specification 3.5 x 4.5 cm. not older than 3 months with white background, face and eyes are in direct position to the camera, without sunglasses or hat or any other head covering, except for some religious beliefs or ethnic background.		
1.4	Non-refundable visa fees of INR 2,500/- for single entry.		
1.5	Evidence of residence in India (non-Indian passport holder).		
1.6	A photocopy of confirmed return ticket from the airline.		
1.7	Itinerary during stay in Thailand.		
2	Accommodation		
2.1	Proof of hotel/accommodation reservation in Thailand from the hotel/accommodation with contact number and address which should include applicant's name.		
2.2	If travel in group, must provide a cover letter stating all names with passport numbers, plan of travel, and place(s) to stay.		
2.3	If intend to stay with Thai relatives or Thai friends, must provide invitation letter along with a copy of their Thai ID proof and accomodation/rental proof. In case they are not Thai, must provide their copies of visa and work permit, valid at least six months along with a copy of passport and accomodation/rental proof.		
3	Finances		
3.1	For Individual Tourist		
3.1.1	Applicant's bank statement of six months (must be original and attested by the bank) with consistent balance of USD 700 per person or USD 1400 per family.		
3.1.2	In case the current bank balance is less than 700 USD, a cover letter, typed and signed by a family member who sponsors the trip, and whose name is on the above bank statement along with signed photocopy of passport of the sponsor (in case of submitting the financial proof of the applicant's sponsorship by a family member) and proof of the relationship (government issued) with MEA attestation.		
3.2	For Incentive Group		
3.2.1	Cover letter from both company and travel agency (typed with letter head) stating all names with passport numbers and its place of issue along with plan of travel and place(s) to stay for the incentive group, as well as stating the financial guarantee for USD 700 per person for each individual traveler in the group.		
3.2.2	Company's bank statement attested by the bank and a photocopy of company's business registration attested by the Company.		
4	Tourist Visa (Medical Treatment)		
4.1	Same requirements as above i.e. from point 1 to 3.		
4.2	Medical report from local hospital requesting treatment in Thailand.		
4.3	Acceptance letter from Thailand's hospital for treatment of applicant.		
4.4	Applicant's bank statement of six months (must be original and attested by the bank) with consistent balance of atleast USD 700 per person or USD 1400 per family.		
4.5	In case the current bank balance is less than 700 USD, a cover letter, typed and signed by a family member who sponsors the trip, and whose name is on the above bank statement along with signed photocopy of passport of the sponsor (in case of submitting the financial proof of the applicant's sponsorship by a family member) and proof of the relationship (government issued) with MEA attestation.		
5	Additional information (the below documents are supplementary, While No. 1-3 are mandatory)		
5.1	Evidence of occupation and of the monthly income. Such as : Income Tax Returns, Pay slips, letter from employer certifying employment, Employee ID, Student ID, Business license.		

* All documents must be in English, unless specified, and arranged in the order given above.

* If required, additional documents and/or an interview may be requested. Visa application fees are non-refundable.

* Validity of visa denotes time period during which a traveler can use the visa. Period of stay denotes amount of time the traveler can stay in Thailand.

Declaration :

- I confirm that I have read the guidance and I am aware that the normal visa process takes 3 working days for submission at centers in Chennai and 4 working days for centers outside of Chennai (not including submission date); the submission of additional documents takes another 2 working days.
- I am aware that the submission of visa application is advised to be made at least seven working days prior to the date of departure.

Applicant's Signature : _____

Submitted by Name : _____ Signature : _____ Relation with applicant : _____

For Official Use Only

Submission Officer's Name : _____ Audit Officer's Name : _____