

ROYAL THAI CONSULATE-GENERAL, CHENNAI

Applicant's Name : _____

Applicant's Passport No : _____

No.	CHECKLIST OF DOCUMENTS REQUIRED FOR OFFICIAL VISA CATEGORY F	Yes	No
1	Travel Documents		
1.1	Official Passport 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	A photocopy of confirmed one-way ticket from the airline.		
2	Evidence from Organisation in Thailand		
2.1	Original invitation letter and related documents from the special agency (UN mission/International organisation/Diplomatic mission/AIT/ Thai state enterprise).		
2.2	Official note certifying the purpose of travel from the government agencies/Embassies and Consulate/International organisations/state enterprises in Thailand.		
3	Accommodation		
3.1	Proof of hotel/accommodation reservation in Thailand from the hotel/accommodation with contact number and address which should include applicant's name and/or rental agreement in Thailand with a signed copy of Thai ID cards of the lessor.		
3.2	If staying at the organisation's accommodation, must provide the organisation's letter mentioning the address and contact information of the mentioned accommodation.		

* 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 : _____