

**Royal Thai Consulate-General, Chennai**

Applicant's Name : \_\_\_\_\_

Date : \_\_\_\_\_

Applicant's Passport No : \_\_\_\_\_

No.	Checklist of documents required for Non Immigrant category RS (Research)	Yes	No
1	Passport or travel document with validity not less than 6 months with <b>TWO BLANK PAGES.</b>		
2	One Visa application forms completely filled in and signed by applicant		
3	Two color photographs of the applicant as per the specification*		
4	Non-refundable Visa fees of INR 5,000/-		
<b>Employment</b>			
5	Original letter of acceptance from University/ School/ Institution (must mention the name and the duration of the course and details of grant of scholarship, if any)		
6	Letter from the office of the <b>National Research Council of Thailand (NRCT)</b>		
7	Copy of certificate/ License from Thai authorities to establish school or education institute (Document must be in Thai language.)		
<b>Transportation Arrangements</b>			
8	Confirmed inbound tickets		
<b>Accommodation</b>			
9	Evidence of confirmed hotel/accommodation reservation in Thailand with address and contact number under applicant's name		
<b>Finances</b>			
10	Applicant's Bank statement for six months (must be attested by the bank)		

\* 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.

\*\* All documents except No. 6 must be in English 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 : (Please Read Carefully)**

I confirm that I have read the guidance and I am aware that the normal visa process takes two working days for submission at \_\_\_\_\_ centers in Chennai and three working days for centers outside of Chennai (not including submission date); the submission of additional documents takes another two 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.

Submitted by Name : \_\_\_\_\_ Relation with applicant : \_\_\_\_\_

Signature : \_\_\_\_\_

**For Official Use Only**

Submission Officer's Name : \_\_\_\_\_ Audit Officer's Name : \_\_\_\_\_