

**Royal Thai Consulate-General, Chennai**

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

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

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

No.	Checklist of documents required for Non Immigrant category B (Employment)	Yes	No
1	Passport or travel document with validity not less than 6 months with <b>TWO BLANK PAGES</b> . Two signed copies of front and last page of passport.		
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/- for single entry		
<b>Employment</b>			
5	Copy of Work Permit issued by the Ministry of Labor (if previously worked in the Kingdom)		
6	Statement of personal income tax (Por Ngor Dor 91) (if previously worked in the Kingdom)		
7	Letter of recommendation from previous employer		
8	Work experiences / Educational background		
<b>Transportation</b>			
9	Confirmed inbound tickets		
<b>Evidence from Company in Thailand</b>			
10	Original WP. 3 or Thor Tor 3 from Department of Employment, Ministry of Labor or Visa approval letter from Board of Investment (BOI)		
11	Original invitation letter from company which is qualified to employ foreigners (must be typed in company's letter head and signed by authorized person with a copy of his/her ID card or passport)		
12	Employment contract SIGNED by both employer and employee indicating rationale for hiring the applicant with terms of contract, e.g. position, salary & duration of contract.		
13	Company Business License (document must be in Thai language.)		
14	Certificate of business registration with list of shareholders; issued no more than 6 months (Document must be in Thai language.)		
15	Statement of Income Tax and Business Tax (Por Ngor Dor 50 and Por Por 30) from past year		
16	Value-added tax registration (Por Por 20)		
17	Financial statement / Balance sheet from past year		
18	Company brochure (if applicable)		
<b>Additional information</b>			
19	Evidence of Accommodation. Such as confirmed hotel reservation/rental agreement in Thailand under applicant's name		
20	Police clearance certificate is required only for teachers		

\* 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 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.**

**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.

Applicant's Signature : \_\_\_\_\_

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

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

**For Official Use Only**

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

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