

## Checklist



**Please complete and submit together with the application form**

**Application with incomplete documents cannot be accepted**

### NON-IMMIGRANT VISA (B) FOR EMPLOYMENT AS TEACHER

**Purpose of visit:** To be employed as teacher in Thailand

**Required documents:**

- 1. Completed visa application form
- 2. Original passport with at least 6-month validity and 2 blank visa pages
- 3. A copy of passport (ID page)
- 4. A passport size photo (white/ blue background and taken within the past 6 months)
- 5. Proof of the applicant's academic qualification (e.g. degree certificate). The document must be authenticated by the embassy of its country of origin.
- 6. Certified criminal record in the applicant's country of origin. The document must be authenticated by the embassy of its country of origin.
- 7. Documents from the employer (university/ college/ school) in Thailand.
  - 7.1 Cover letter addressed to the Royal Thai Embassy
  - 7.2 A copy of the university/ college/ school's registration
- 8. Letter of approval from Ministry of Education (The Office of the Private Education Commission or the Educational Service Area Office, whichever applicable)
- 9. A copy of previous or existing work permit in Thailand (if applicable)

**Visa fee:**

- RM 320 for single entry visa

Non-immigrant visa (B) is valid for single entry into Thailand and must be used within 90 days from the date of its issuance.

Upon arrival, at immigration checkpoint, holder of non-immigrant visa (B) will be granted initial permit to stay in Thailand up to 90 days.

Within 90 days after entry into Thailand, holder of non-immigrant visa (B) must obtain a work permit from the Department of Employment.

With the work permit, holder of non-immigrant visa (B) can apply for an extension of stay to 1 year from the Immigration Bureau. The extended stay permit is valid for multiple entries into Thailand.

- Fee is exempted for nationals of Malaysia, Singapore, Republic of Korea and Tunisia.

**In submitting the application, I understand that:**

- Additional documents may be requested as deemed necessary by the Royal Thai Embassy.
- The application may be rejected without reason provided and the fees cannot be refunded.

.....  
(Applicant's Signature)

Please attach  
2 photographs  
taken within  
the last 6 months  
(3.5 x 4.5 cm)



APPLICATION FOR VISA  
Royal Thai Consulate-General, Penang

Please Indicate Type of Visa Requested

- Diplomatic Visa
- Official Visa
- Courtesy Visa
- Non-Immigrant Visa
- Tourist Visa
- Transit Visa

Number of Entries Requested \_\_\_\_\_

Mr.  Mrs.  Miss \_\_\_\_\_  
First Name Middle Name Family Name (in BLOCK letters)

Former Name (if any) \_\_\_\_\_

Countries for which travel document is valid \_\_\_\_\_

Nationality \_\_\_\_\_

Proposed Address in Thailand \_\_\_\_\_

Nationality at Birth \_\_\_\_\_

Birth Place \_\_\_\_\_ Marital Status \_\_\_\_\_

Date of Birth \_\_\_\_\_

Name and Address of Local Guarantor \_\_\_\_\_

Type of Travel Document \_\_\_\_\_

No. \_\_\_\_\_ Issued at \_\_\_\_\_

Tel./Fax. \_\_\_\_\_

Date of Issue \_\_\_\_\_ Expiry Date \_\_\_\_\_

Name and Address of Guarantor in Thailand \_\_\_\_\_

Occupation (specify present position and name of employer) \_\_\_\_\_

Tel./Fax. \_\_\_\_\_

Current Address \_\_\_\_\_

I hereby declare that I will not request any refund from my paid visa fee even if my application has been declined.

Tel. \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Permanent Address (if different from above) \_\_\_\_\_

**Attention for Tourist and Transit Visas Applicants**  
I hereby declare that the purpose of my visit to Thailand is for pleasure or transit only and that in no case shall I engage myself in any profession or occupation while in the country.

Tel. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Names, dates and places of birth of minor children (if accompanying) \_\_\_\_\_

Date of Arrival in Thailand \_\_\_\_\_

Traveling by \_\_\_\_\_

Flight No. or Vessel's name \_\_\_\_\_

Duration of Proposed Stay \_\_\_\_\_

Date of Previous Visit to Thailand \_\_\_\_\_

Purpose of Visit:  Tourism  Transit  
 Business  Diplomatic/Official  
 Other (please specify) \_\_\_\_\_

**FOR OFFICIAL USE**

mfavisaform10092007

Application/Reference No. \_\_\_\_\_

Visa No. \_\_\_\_\_

Type of Visa:  
 Diplomatic Visa  Official Visa  Courtesy Visa  
 Non-Immigrant Visa  Tourist Visa  Transit Visa

Category of Visa: \_\_\_\_\_

Number of Entries:  
 Single  Double  Multiple  \_\_\_ Entries

Date of Issue \_\_\_\_\_ Fee \_\_\_\_\_

Expiry Date \_\_\_\_\_

Documents Submitted \_\_\_\_\_

Authorized Signature and Seal \_\_\_\_\_