

Non-Immigration Visa Category “B”

Purpose of Visit:

Applicants who wish to conduct business in Thailand. **(Business)**

Applicants who work as teacher. **(Teaching)**

Applicants who work in Thailand. **(Working)**

Documents Required of Non Immigrant category “B” (Business)

- Passport or travel document with validity not less than 6 months from arrival to Thailand. The validity of 18 months is required for one year visa application.
- Visa application form completely filled out.
- 1 passport size photograph of the applicant, taken within the past six month.
- Copy of Polish residence card (karta pobytu) - in case of foreigners.
- Copy of return ticket (to and out of Thailand).
- Copy of hotel/accommodation reservation in Thailand.
- **Letter from applicant's company** indicating the applicant's position, length of employment, salary and purpose of visit to Thailand. The letter must be typed on company letterhead (in English).
- **Original letter of invitation from the Thai company.** The letter must be typed on the company letterhead and signed by an authorized managing director.
A signed **copy of ID card or passport** of the signer must be enclosed. In case the signer is a foreigner, a signed copy of his/her work permit in Thailand must also be submitted.
- **Corporate documents of the Thai company**, namely:
 - 1) business registration and business license
 - 2) list of shareholders
 - 3) company profile
 - 4) details of business operation
 - 5) list of foreign workers stating names, nationalities and positions
 - 6) map indicating the location of the company
 - 7) balance sheet, statement of Income Tax and Business Tax (Por Ngor Dor 50 and Por Ngor Dor 30) of the latest year
 - 8) value-added tax registration (Por Por 20).

Note: All copies of company documents must be signed by Board of Directors or authorized managing director and affixed by the seal of the company!!!!

Consular officer reserves the right to request additional documents, or an interview with the applicant, as deemed necessary, without prior notice. The Royal Thai Embassy reserves the right to reject any visa application with insufficient documents or if the reasons given are not fully supported.

Documents in foreign languages must be officially translated into Thai or English.

Visa Fee: 360 PLN per Single Entry Visa or 750 PLN per Multiple Entry Visa. We accept cash only. (Visa fee may be changed without prior notice)

Visa Processing Time:

Applying in person: Applications will be processed and ready in **2 days**. (For example, if you apply a visa on Monday morning, your visa can be collected on Wednesday morning.)

Collection date for visa is specified on a payment receipt. Always bring the receipt and ID card when collecting a visa.

Note: Do not apply visa more than 3 months in advance.

Visa Opening/Collecting hour:

Monday-Friday between 9.00-12.00. Please note that the visa application must be submitted from 9.00-12.00 hrs. Applications submitted after that will not be received. Collection of processed documents is from 9.00-12.00 hrs. Closed on Thai and Polish Public holidays. Please check our holidays list before visiting.

Validity of visa and Period of stay:

Single-Entry Non-Immigrant Visa is valid for entering Thailand once within 3 months from the date of issuance. The period of stay is up to 90 days. Period of stay is granted by an immigration officer upon arrival to Thailand.

Multiple - Entry Non-Immigrant Visa is valid for entering Thailand within 12 months from the date of issuance. The holder may enter Thailand again as long as the visa is still valid. The period of stay is up to 90 days per trip. Period of stay is granted by an immigration officer upon arrival to Thailand.

Extension of stay:

Those who wish to stay longer or may wish to change their type of visa must file an application for permission at the Office of Immigration Bureau located on Government Center B, Chaengwattana Soi 7, Laksi, Bangkok 10210, Tel 0 - 2141 - 9889 (or at <http://www.immigration.go.th>). The extension of stay as well as the change of certain type of visa is solely at the discretion of the immigration officer.

Documents Required of Non Immigrant category “B” (Teaching)

- Passport or travel document with validity not less than 6 months from arrival to Thailand.
- Visa application form completely filled out.
- 1 passport size photograph of the applicant, taken within the past six month.
- Copy of Polish residence card (karta pobytu) - in case of foreigners.
- Copy of return ticket (to and out of Thailand).
- Copy of hotel/accommodation reservation in Thailand.
- **Letter of acceptance from employing institute or school in Thailand**, signed **copy of the ID card or passport** of the signer. In case the signer is a foreigner, a signed copy of his/her work permit must also be submitted.

- **Letter of approval from Thai government agencies** such as Ministry of Education, the Office of the Private Education Commission, the Office of the Basic Education Commission.
- **Evidence of educational qualification** such as diplomas or teaching certificates.
- **School license or business registration**, list of shareholders and school profile.
- **CV** of the applicant.
- A letter verification issued from the country of his or her nationality or residence stating that the applicant has no **criminal record**. The verification shall be valid for not more than three months and must be officially translated into English.
- Copy of employment contract.

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Documents Required of Non Immigrant category “B” (Working)

- Passport or travel document with validity not less than 6 months from arrival to Thailand.
- Visa application form completely filled out.
- 1 passport size photograph of the applicant, taken within the past six month.
- Copy of Polish residence card (karta pobytu) - in case of foreigners.
- Copy of return ticket (to and out of Thailand).
- Copy of hotel/accommodation reservation in Thailand.
- **Original letter from the Thai company** stating the objective of the visit to Thailand and indicating its intention to employ the applicant. The letter must be typed on the company letterhead and signed by an authorized managing director. A signed **copy of ID card or passport** of the signer must be enclosed. In case the signer is a foreigner, a signed copy of his/her work permit in Thailand must also be submitted.
- **Letter of approval from the Ministry of Labour** (To obtain this letter, the prospective employer in Thailand is required to submit Form WP3 at the Office of Foreign Workers Administration, Department of Employment, Ministry of Labour, Tel 02-2452745, 02-2453209 or at a Provincial Employment Office in the respective province. Further information is available at <http://wp.doe.go.th/sites/eng/index.html>.)
- **Copy of employment contract** indicating rationale for employing the applicant as well as his/her salary, position and qualifications (document must be signed by an authorized managing director and affixed by the seal of the company).
- **Copy of Work Permit issued by the Ministry of Labour** (only in case the applicant has previously worked in Thailand).
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