

# Non-Immigration Visa Category “ED”

## Purpose of Visit:

Applicants who wish to study in Thailand. **(Study)**

Applicants who wish to do internship in Thailand. **(Internship)**

## Documents Required of Non Immigrant category “ED” (Study)

- 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 from the school/university in the Republic of Poland (in English).
- Letter of acceptance from school/university in Thailand (in Thai or English), signed copy of the signer's ID card of passport. In case the signer is a foreigner, copy of his/her work permit must also be submitted.
- School/university's copy of registration.
- 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.
- **In case of public/governmental school students** (at the levels below university level), 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 must be presented. **(Students of international/private schools below university level shall contact the Embassy in advance to check whether the letter of approval shall be presented).**  
This does not apply for students of governmental/public and international/private universities.
- Evidence of financial supporting for studying in Thailand.

*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. 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.

**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 “ED” (Internship)**

- 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.
- Supporting/sending letter from applicant's employer/school/university (if the employee is sent to Thailand by his/her current employer/school/university).
- Invitation letter from Thailand/Official note certifying the purpose of travel to Thailand and details of the applicants, signed copy of the signer's ID card or passport. In case the signer is a foreigner, copy of his/her work permit must also be submitted.
- School/university's copy of registration.
- **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).

- In case of university students, or students of specific courses which take more than 6 months, 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.
- Training contract agreement between the school/university, the employer, and the student.
- Financial Statement/saving account, showing amount of money to cover the period of internship work in Thailand.
- CV of the applicant.
- Copy of Student ID card

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