

Checklist



Please complete and submit together with the application form

Application with incomplete documents cannot be accepted

NON-IMMIGRANT VISA (B) FOR EMPLOYMENT

Purpose of visit: To be employed 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. Any of the followings:
  - 5.1 A copy of work permit in Thailand (if applicable)
  - 5.2 Letter of approval from the Ministry of Labour of Thailand or Form W.P. 3 (m.vi. 3)
  - 5.3 Letter from the Board of Investment of Thailand
- 6. Documents from employer in Thailand
  - 6.1 Job offer letter
  - 6.2 A copy of the company's registration/business license
  - 6.3 A copy of the company's list of shareholders
  - 6.4 A copy of the company's latest balance sheet
  - 6.5 A copy of the company's value-added tax (VAT) registration

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)