

## 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. Three (3) copies of 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. Three (3) passport size photos (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)
10. Applicant's recent bank statement (last 3 months) certified by the bank. The bank statement must show the account name and number, balance and history of transactions.
11. For Nigerian citizens, original Clearance Certificate issued by Nigeria's National Drug Law Enforcement Agency (NDLEA). For holder of Malaysia's Permanent Resident Card, the Letter of Good Conduct issued by Ministry of Foreign Affairs of Malaysia is also acceptable. Please note that a Nigerian who resides in Malaysia as a student can only apply for Non-Immigrant visa (ED).

#### **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)