The guideline for filling in applicants name in the e-Visa application

- For nationality which doesn't have a "Family name" must fill in the entire name in the "First name" box in the e-Visa application form and leave "Family name" box blank.
- Applicants have to fill in their names according MRZ codes to the ones indicate which are the two lines at the bottom of the passport data page as shown at the example below:

- Do not fill in N/A.
- Do not fill in any symbols (-, ., /, @).
- Failure to do so will result in the rejection of your e-Visa application which applicant charges will be forfeited.
- You can find below example on how to fill in the name.

For example:

For applicant which doesn't have a "Family name" must fill in the entire name in the "First name" box in the e-Visa application form and leave "Family name" box blank

Name: SOW MIN WOE (Myanmar)

First name	Middle name	Family name	
SOW MIN WOE	Leave this box blank	Leave this box blank	✔
SOW	MIN	WOO	✘
SOW	MIN WOO	-	✘
-	SOW MIN	WOO	✘

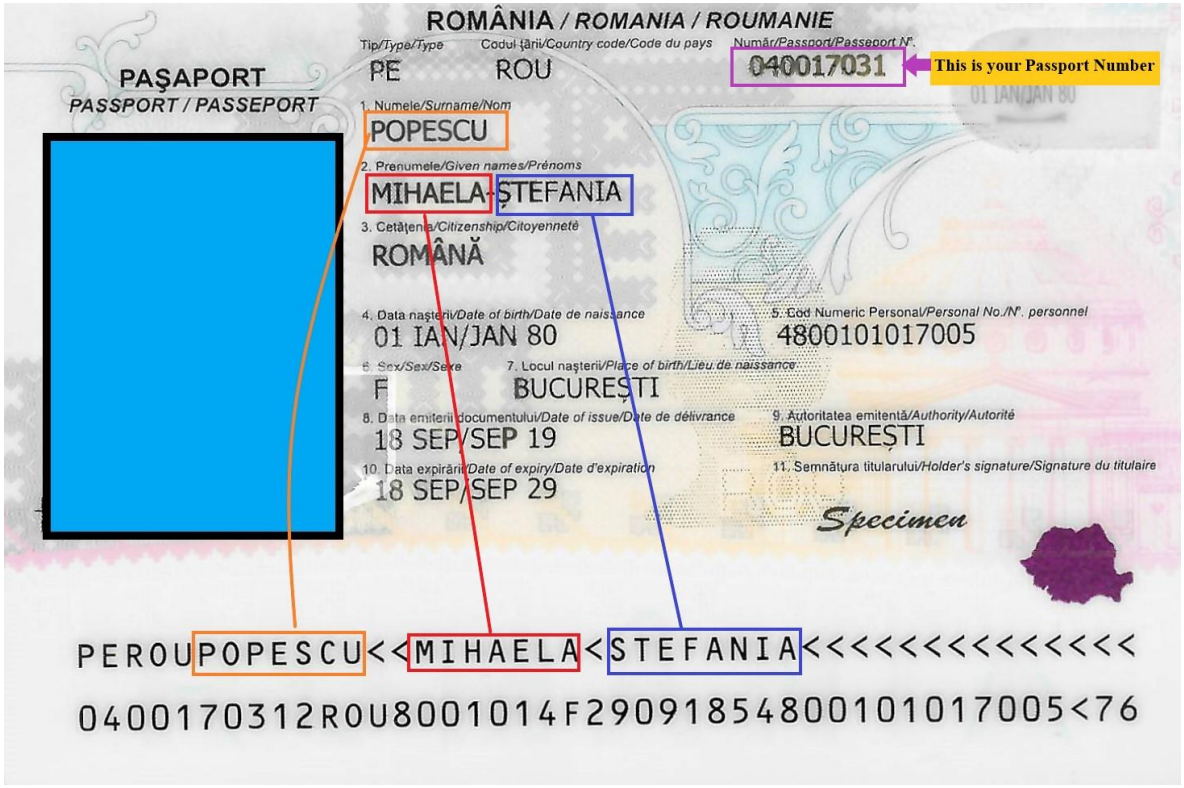
For applicants with symbol on their name

Example: MUTHU S/O KAPOOR

First name	Middle name	Family name	
SO KAPOOR	Leave this box blank	MUTHU	✔
MUTHU SO KAPOOR	Leave this box blank	Leave this box blank	✔
MUTHU	S/O	KAPOOR	✘
MUTHU S/O KAPOOR	-	-	✘
MUTHU	-	SO KAPOOR	✘

Common Mistakes in applying for Thai e-Visa

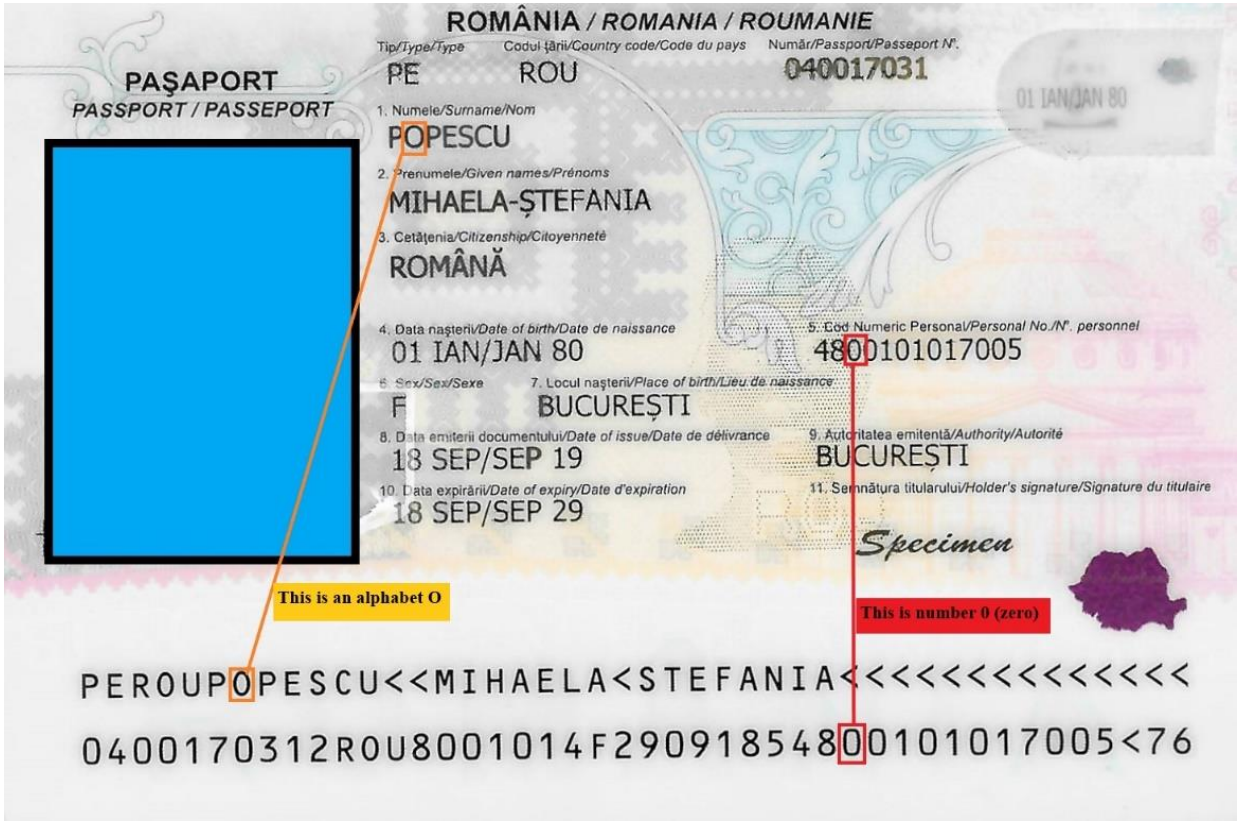
Please exercise caution in completing the applications to avoid any possible mistakes, which could lead to cancellation or rejection of the applications. Application processing fee (visa fee) will **NOT** be refunded in either case.

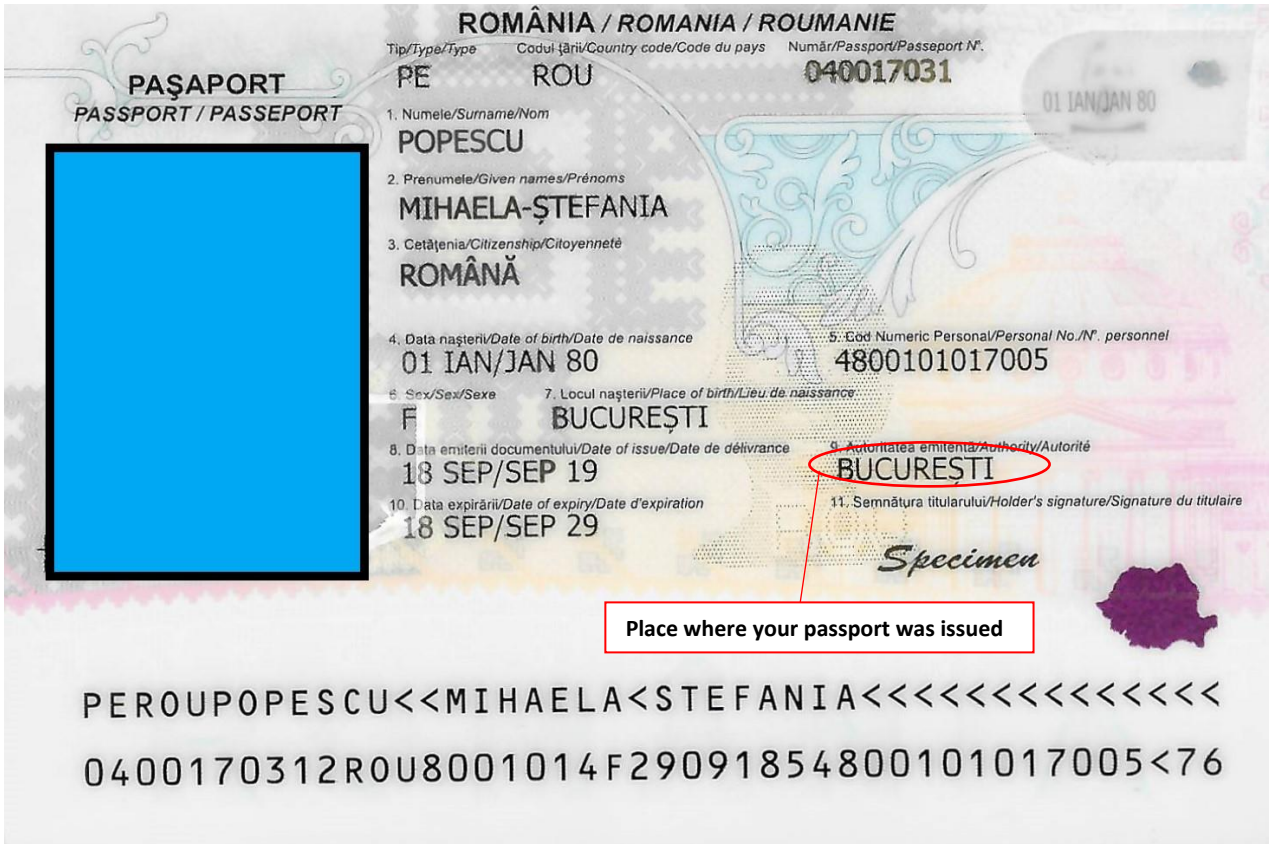
DON'T(s)	WHAT YOU SHOULD DO
1. Full Name ▪ Don't misspell your own name. Sometimes the auto detection feature may not be accurate due to the quality of the photo of your biodata page that you upload to the system. Please check the accuracy before you submit the application. ▪ Don't leave out some parts of the full name ▪ **Example:** if your full name is Mihaela-Stefania Popescu, please fill in the entire name: ▪ **First name:** Mihaela ▪ **Middle Name:** Stefania ▪ **Family Name:** Popescu	**Fill in your full name as appears in your passport and check if it is correctly spelled.** ○ **EXAMPLE:** 

DON'T(s)	WHAT YOU SHOULD DO

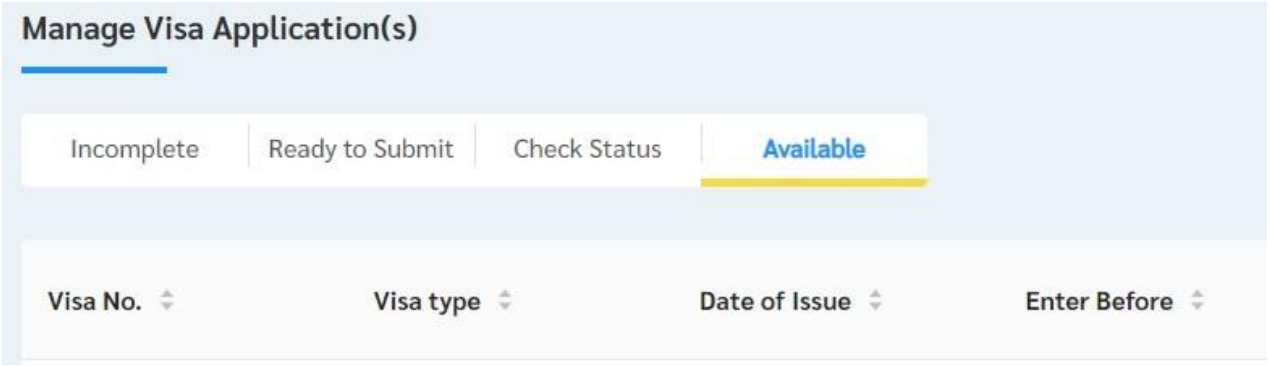
▪ Don’t put **“Mr.”** as a title for males who are under 15 years of age.
  ▪ **Example:** if your child is a male under 15 years of age, his title should be **“Master”.**
▪ Don't fill in an online application form with a different name from that on the passport
  ▪ **Example:** if your first name is Robert, you have to fill in Robert, **NOT** Rob or Bob. Please stick to the details in your passport that is used to apply for an e-Visa.
▪ Don't fill in with **initial(s)**.
▪ Don't use **-** or **N/A** or **X** or anything to indicate that you do not have that part of the name. Just leave that field blank.
  ▪ **Example:** if you do not have a middle name, just leave the middle name field **blank**. But if it is a REQUIRED field, please put "**-**" (dash).
	First name: Mihaela
	
	Middle Name: Stefania
	
	Family Name: Popescu
	
	Passport No.: 040017031

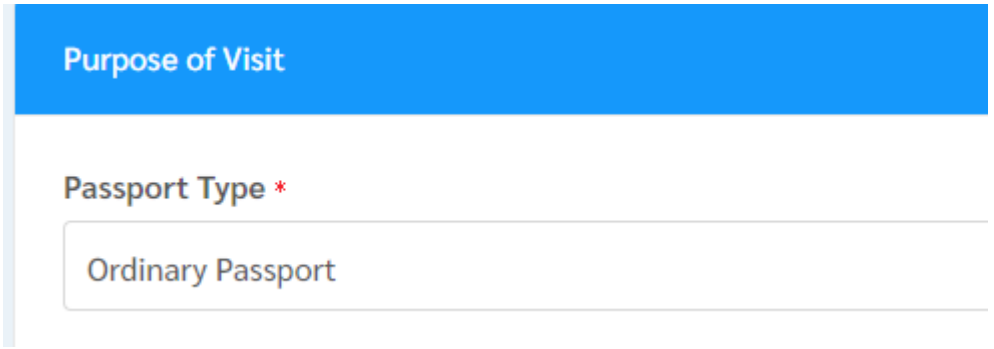
DON'T(s)	WHAT YOU SHOULD DO
▪ Don't miss out **space** when there is space. ▪ **Example:** if your family name is Stancheva Yordanova, you should fill in Stancheva Yordanova (with space between Stancheva and Yordanova) **NOT** Stanchevayordanova. **IMPORTANT** ▪ Simple mistake(s) could lead to rejection of your application. Fee will **NOT** be refunded in any case. ▪ The Embassy **CANNOT** edit your personal details for you. ▪ With a wrong full name, even if the Embassy had granted you a visa, you would likely encounter difficulty at immigration checkpoint when you enter Thailand.	

DON'T(s)	WHAT YOU SHOULD DO
2. Number or Alphabet ? - in your passport number ▪ Don't mistake between ○ **0 [zero]** and **O ["O"scar]** ○ **8 [eight]** and **B["B"ravo]** ○ **5 [five]** and **S ["S"iera]** **IMPORTANT** ▪ Simple mistake(s) could lead to rejection of your application. Fee will **NOT** be refunded in any case. ▪ The Embassy **CANNOT** edit your personal details for you. ▪ With a wrong passport number in your visa, you may encounter complication at immigration checkpoint upon your arrival in Thailand and whenever you need to present your visa.	○ **Please make sure you type in a correct passport number.** ○ 0 [zero] is a bit flatter at the top and bottom while alphabet "O" [as in ***O***scar] is more curvy. 

DON'T(s)	WHAT YOU SHOULD DO
3. Place where your passport was issued • Don't mistaken between your "place of birth" and the place where your passport was issued. • Fill in the place where your passport was issued according to what is written on your biodata page e.g. TIMIS (not TIMISOARA), CLUJ (not CLUJ-NAPOCA).	
4. Supporting documents ▪ Don't submit supporting documents for your own satisfaction **BUT** as requested or indicated in the application.	○ Before starting the application process, **please refer to the information from:** ○ **user's manual** ○ **user's manual video clips** ○ If you have more than one file for each supporting document section, i.e. more than one file of airplane tickets or accommodation bookings, **you must combine them**

DON'T(s)	WHAT YOU SHOULD DO
▪ Don't submit financial evidence showing **unreasonable balance** for a person to stay abroad. The recommended minimum amount for a multiple entry tourist visa is 60,000 THB per person . For other types of visa, please follow the requirements as instructed in the e-Visa system. ▪ Don't upload a document file that does not meet the required formats/size. The files should be in **.JPG / .JPEG / .PDF** formats with the maximum size of **3MB.** **IMPORTANT** ▪ Uploading only a one-way ticket or incomplete accommodation bookings for the entire period of your stay will be considered as not meeting the requirements. ▪ Documents which are not in **English or Thai WILL NOT BE ACCEPTED**. ▪ Failure to submit all required documents could result in	**into one single file and upload it to the system as per the required file formats and size**. ○ Airplane tickets, accommodation bookings, bank account statements, etc. **must have your name in English on them** in order to prove that they are your documents. ○ **Travel booking confirmation** means round-trip airplane tickets. The Embassy is authorised to provide visa service only to applicants who are currently in Romania or Bulgaria, therefore, **the tickets must show that you will depart from Romania or Bulgaria.** If your ticket shows a different country of departure, you must include a proof that you will originally depart from Romania or Bulgaria, for example, if your flight to Thailand is leaving from Vienna, you have to upload airplane/bus/train tickets from Romania or Bulgaria to Vienna. You must upload the outbound ticket from Thailand to Romania or Bulgaria or to other destinations that you are going to after your trip in Thailand. ○ **Proof of accommodation** in Thailand must be complete. For example, if you will stay in Thailand for 30 days, you must upload the accommodation bookings for the whole period of your stay until the day you leave Thailand. Partial accommodation bookings are considered incomplete and you will be requested to upload the rest of your accommodation bookings which will delay your visa processing time.

DON'T(s)	WHAT YOU SHOULD DO
further **delay** or **rejection** of your application.	
5. Email ▪ Don't mistype your own email. ▪ Don't use an email that is full or practically unreachable. **IMPORTANT** ▪ All automatic communications between the e-Visa system and you are done through the email you provided. This includes the delivery of your visa once approved.	○ **Please check and make sure your email is correct.** ○ **Please check your junk/spam email folders as in some cases the visa documents sent from the system may be sent to those folders.** ○ **If you do not receive an email from the system, you can log in to your application account on thaievisa.go.th and click on the "Available" tab on your application page to download the visa.** 
6. "Photograph *taken within the last six months" ▪ Don't use a cropped photo from your passport.	○ **Please submit a proper passport type photo with a white background NOT a photo cropped from your passport or other types of photo that do not match the requirements.** ○ **Please wear an appropriate attire in your photo. A photo showing that you are shirtless or wearing an inappropriate top such as a tank top or a strapless top WILL BE REJECTED.**

DON'T(s)	WHAT YOU SHOULD DO
▪ Don't use other types of photo that do not match the requirements. ▪ Don't upload photo of you wearing inappropriate attire. **IMPORTANT** ▪ If the photograph does not reflect your current appearance, you may be refused to enter Thailand.	
7. Nationality ▪ Don't be confused about your nationality especially when you hold more than one nationality. **Notes:** ▪ Your nationality at birth can differ from your nationality as appears on your passport.	○ **Please refer to the data in the passport you use to apply for an e-Visa. For example, if you use a Romanian passport to apply, you should put "Romanian" as your nationality.**

DON'T(s)	WHAT YOU SHOULD DO
IMPORTANT ▪ Mistake will lead to rejection of your application. Fee will **NOT** be refunded in any case. ▪ The Embassy **CANNOT** edit your personal details for you.	
8. Travel Document/Passport Type • **Don't** select a wrong type of travel document/passport type. **IMPORTANT** ▪ The Embassy **CANNOT** edit your type of travel document for you. Wrong type of travel document/passport will be **REJECTED**.	○ **Please select a type of travel document from the drop down menu according to what is indicated. For example, if you are holding an ordinary passport, please make sure that you select "Ordinary Passport" not "Travel Document for Refugee/Stateless Person" or "Diplomatic Passport".**