



Royal Thai Consulate - General, Dubai

Make an appointment online: [www.dubai.thaiembassy.org](http://www.dubai.thaiembassy.org)

Visa submission: 9.00-12.00

Visa collection: 14.30-15.30

Tel: 04-348-9550 Ext. 31, 32, 33

E-mail: [thaidub@gmail.com](mailto:thaidub@gmail.com)

No.	Documents required for Non-Immigration Visa - Work	Yes
1	<b>Application form</b> <ul style="list-style-type: none"> <li>•One (1) typed and signed application form with complete and accurate details.</li> <li>•A handwritten application form will not be accepted.</li> </ul>	
2	Two (2) <b>photographs</b> of passport size with <b>WHITE BACKGROUND</b> , taken within the past six months.	
3	<b>Original passport and a photocopy of passport</b> <ul style="list-style-type: none"> <li>•Minimum of <b>6 (six) months validity</b> from the date you start your journey, with a blank visa page to affix the visa sticker.</li> <li>•Pages showing the applicant's photograph, details, dates of issue and expiry.</li> </ul>	
4	<b>A photocopy of UAE residence visa</b> <ul style="list-style-type: none"> <li>•Every applicant must have a valid UAE residence visa, with a minimum of <b>3 (three) months validity</b>.</li> <li>•GCC citizens can submit a photocopy of their valid Emirates ID.</li> </ul>	
5	<b>Original Guarantee or a No Objection Certificate to travelling</b> <ul style="list-style-type: none"> <li>•Sponsored by company - an original No Objection Certificate issued on a proper company's letterhead, duly stamped and with the name of the signatory. (In English only)</li> <li>•The sponsor's name as stated on the UAE residence visa must be the same entity as the signatory of the letter.</li> <li>•Investor/Owner/Partner of a company must provide a letter and a photocopy of a valid trade license or title deed.</li> <li>•Self-sponsored - The Consulate-General may request additional documents as deemed necessary.</li> <li>•Handwritten letters, electronic letters AND scanned letters will not be accepted.</li> </ul>	
6	<b>Flight ticket</b> - A copy of confirmed round trip airline reservation <ul style="list-style-type: none"> <li>•The flight ticket must show an outbound trip from Dubai.</li> <li>•Ticket's PNR number must be accessible on the airline system.</li> <li>•Agency bookings or e-mail bookings with no PNR number will not be accepted.</li> </ul>	
7	<b>A copy of hotel confirmation letter</b> <ul style="list-style-type: none"> <li>•A confirmation letter from the hotel which covers the full trip.</li> <li>•The name of the person (including the names of family member(s) or accompanying person(s)) applying for visa must be clearly stated on the hotel confirmation letter. If the accommodation is booked under a different name, a letter, typed and signed by the person whose name appears on the confirmation letter, must be provided together with a copy of his/her passport.</li> <li>•E-mail correspondence without hotel confirmation will not be accepted.</li> </ul>	
8	<b>WP3/WORK PERMIT/BOI</b> <ul style="list-style-type: none"> <li>•The letter of approval issued by the office of Foreign Workers Administration, Department of Employment, Ministry of Labour.</li> </ul>	
9	<b>Invitation letter</b> - A letter from a company stating the purpose of visit to Thailand <ul style="list-style-type: none"> <li>•An invitation letter from the Thai company or organization in Thailand addressed to the Consulate-General and stating the purpose of visit and the request to apply for a Non-Immigrant visa. The invitation letter must be signed by the legally authorized person(s), a copy of Thai national ID Card/passport and work permit of the authorized person(s) in Thailand.</li> </ul>	
10	<b>A copy of corporate documents, namely,</b> <ul style="list-style-type: none"> <li>•Company Affidavit of Thai Company <u>issued not more than 6 months</u>.</li> <li>•Trade license.</li> </ul> <p>Obtained from Department of Business Development, Ministry of Commerce, Thailand.</p>	
11	<b>Value-added tax registration (Por Por 20)</b> - acquired from the Revenue Department.	
12	<b>Employment contract</b> <ul style="list-style-type: none"> <li>•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 with the seal of the company)</li> </ul>	
13	<b>A full CV of the applicant.</b>	
14	If the applicant's <b>spouse/child</b> will be accompanying him/her, the following documents are required: <ul style="list-style-type: none"> <li>•A copy of a marriage certificate/a birth certificate.</li> </ul> <p>(In the English language only, and attested by the Ministry of Foreign Affairs and International Cooperation, Dubai)</p> <ul style="list-style-type: none"> <li>•An original stamped bank statement of the applicant for previous consecutive 2 months showing a balance of not less than <b>AED 47,000/Baht 400,000</b>.</li> </ul> <p>OR an income certificate with a monthly salary of not less than AED 5,000/Baht 45,000.</p>	
15	<b>Visa fee: 800 AED (single-entry)</b> <ul style="list-style-type: none"> <li>•Please bring an exact amount of cash. The Consulate-General does not provide change.</li> </ul>	
16	<b>Validity of visa: 3 months (single-entry).</b> The visa must be used within its period of validity.	
17	<b>Duration of stay: Not exceeding 90 days.</b>	

**Additional Information:** Once the applicant arrives in Thailand, the company has to apply for the applicant's work permit at the office of Foreign Worker Administration, Department of Employment, Ministry of Labour.

**Important note**

- All documents **MUST BE IN ENGLISH ONLY**.
- An online visa appointment is compulsory for **EACH applicant/passport** and **print-out** to submit at the security gate.
- The Consulate-General has not authorized any agency or travel agents to process the Thai visa on the applicants' behalf.  
All applicants must come to the Consulate-General in person for visa submission.  
(A marriage certificate and birth certificate are required in case of submission on behalf of spouses and children below 15 years.)
- Copies of documents taken through **phone/ tablets/ other electronic devices and printed out** will not be accepted.
- Once the documents are submitted to the Consulate-General, it shall **not be returned** to the applicant.
- The Royal Thai Consulate-General reserves the right to **reject** any application
- The Royal Thai Consulate-General reserves the right to **request** for additional document (s).
- Each applicant is required to pay a **non-refundable** visa fee for the visa application to be processed.
- All copies of documents from Thailand must be "**CERTIFIED TRUE COPY**" and signed and sealed by the signatory.