

DOCUMENT CHECKLIST FOR TOURIST AND TRANSIT VISA APPLICATIONS

*This document checklist is one of the forms **required to be submitted together with your visa application.***

This checklist will help you to identify which documents you must submit with your application.

All information provided in the application form and required documents will be used for assessing eligibility for the issue of an appropriate visa. Insufficient information may result in the application being declined and returned to the applicant.

The Embassy reserves the right to request additional documents as deemed necessary.

I have enclosed the following items; (Please check ✓ each item.)

- ☐ **Application Form** completed, signed and dated. (Make sure you provide all necessary information, e.g. email address, local guarantor/ emergency contact, address in Thailand, etc.)
All the lines are filled without any left blank. If no information is applicable for the section, please put N/A.
 - **1 copy of Application Form** (for most nationalities); or
 - **3 copies of Application Forms** (for nationals listed under specified passport holders)
<http://www.thaiembassy.org/wellington/th/services/779/19034-Specified-Passport-Holders.html>
- ☐ **Document Checklist** completed
- ☐ **Original Passport or Travel Document** valid for at least 6 months from expected date of travel.
- ☐ **Recent Passport-sized Photograph** taken within 6 months (photocopy is not accepted.)
 - **1 photograph** (for most nationalities); or
 - **3 photographs** (for nationals listed under specified passport holders)
- ☐ **A Photocopy of New Zealand Visa** (including electronic visa), if you are **NOT** a New Zealand citizen.
 - **Proof of residence document for New Zealand** (i.e. Permanent Resident Visa, Work Visa, Student Visa) for nationals listed under specified passport holders* and upon request.
- ☐ **A Photocopy of Return Airline E-Ticket or Travel Itinerary** confirming date of arrival and departure to and from Thailand. Travelling by certain low cost airlines may require additional funding. (additional NZ\$ 2,000 per person)**
 - (for Multiple Entry Tourist or Transit Visa) **Valid Airline E-Ticket or confirmed itinerary showing multiple entries and departures to and from Thailand.**
- ☐ **Proof of accommodation in Thailand**, e.g. hotel bookings, invitation letters from family/ friends in Thailand, together with copies of Thai National ID and/ or passport (of family / friends), certified true copies, signed and dated. Name of the applicant, address, and duration of stay must be clearly indicated.
- ☐ **A copy of recent bank statement**** (credit card and home loan accounts not accepted) providing evidence of sufficient funds during stay in Thailand. Name, bank account balance, account transactions must be clearly indicated. The statement **MUST** be signed, stamped and dated by the bank.
 - for tourist visa **single entry** at least NZ\$ 2,000 per person;
 - for tourist visa **multiple entries** at least NZ\$ 9,000 per person showing the transactions for the past 6 months; or
 - for **transit visa** at least NZ\$ 1,000 per person per entry
- ☐ **Letter of Reference in New Zealand** (from employer, school, etc.) required for certain nationalities (Nationals listed under specified passport holders) and upon request. Name, position, and contact details of the referee must be clearly indicated.
- ☐ **Visa Application Fee** (accepted in cash or Bank Cheque in NZ currency, Payable to the “Royal Thai Embassy”)
 - NZ\$ 50 for Tourist Visa Single Entry
 - NZ\$ 250 for Tourist Visa Multiple Entries
 - NZ\$ 40 for Transit Visa for each entry
- ☐ **Self - addressed courier bag with tracking number** (in case you wish the passport to be returned by courier)

Additional required documents

- ☐ **Letter of acceptance from institutes or companies organizing activities** (for the purpose of Recreation Learning or training related activities, e.g. *Scuba diving, boxing training, Thai massage training and Thai culinary learning*)
- ☐ **Invitation letter from football club and Sponsorship Letter** (for the purpose of *Football Player Trial*)
- ☐ **Invitation letter from the event organizer** (for participants of *MICE (Meeting, Incentives, Convention & Exhibitions)* supported by Thailand Convention & Exhibition Bureau)
- ☐ **Letter of appointment from hospital/ medical centre, copy of hospital/ medical centre registration certificate and Proof of Sponsorship from a third party** (for *Medical treatment* with registered hospitals)

Please Note:

1. For "Nationals listed under *Specified Passport Holders*,"* please provide the following documents;

- ☐ Please supply 3 copies of visa application form and 3 passport sized photos for a visa to travel to Thailand, together with 3 copies of proof of residence document in New Zealand (e.g. Permanent Resident Visa, etc.); (*mandatory*)
- ☐ If either holding a resident, student or works permit in New Zealand, you must submit a valid **letter of recommendation** from your educational institute or employer with the application;

OR

- ☐ If **NOT** holding a resident, student or work permit visa in New Zealand, your application will be processed through Ministry of Foreign Affairs in Thailand and the visa processing time could take up to 2 months.

2. For minors under 20 years old, please provide **ALL** of the following additional documents;

- ☐ Notarized copy of a **birth certificate**;
- ☐ Notarized copy of **marriage certificate**. In case of sole custody notarized copy of court order must be provided;
- ☐ Notarized copy of original **passports or national ID Card** of mother and father/ legal guardian; and
- ☐ Notarized or original **letter of consent for the minor to travel abroad** from mother and father/ legal guardian(s).

For more information, please visit the Royal Thai Embassy, Wellington's web site at

<http://www.thaiembassy.org/wellington/th/services/779>
