



Royal Thai Embassy, Tokyo



# INFORMATION FOR REQUIRED DOCUMENTS

## Diplomatic & Official Visas And Courtesy Visas

### No.3 (Document indicating current location)

Please provide **A copy of Diplomat /Official I.D. Card**

For Japanese Please provide **My Number Card or driving license**

## Tourist Visas and Transit Visas

(1) **No.3 (Document indicating current location)** Please provide the document as below:

- For Japanese please provide **My Number Card or driving license**
- For Non-Japanese please provide **My Number Card or Residence Card (Zairyu card in Japan)**
- For Non-Japanese who do not have the residence in Japan Please **provide the entry stamp in the passport** (Please make sure your passport number is visible when uploading the page with the entry stamp)

(2) No. 4 (**Travel Booking Confirmation**) Please **Provide an electronic ticket (e-ticket) or confirmed airline ticket paid in full**. For the person who applying for Multiple Entries, please upload an airline ticket that confirms more than two trips within a six-month

(3) Applicants who do not have a passport issued by their home country who wish to apply for an e-Visa using a "Re-entry Permit" issued by the Immigration Services Agency of Japan should refer to the section at the bottom titled "For Those Applying with a Re-entry Permit."



## Work and Business Visas (Employment)

(1) No. 3 (**Document indicating current location**) Please provide the documents as below:

- For Japanese, please provide **My Number Card or driving license**
- For Non-Japanese, please provide **My Number Card or Residence Card (Zairyu card in Japan)**
- For Non-Japanese who do not have the residence in Japan, please provide the entry stamp in the passport (Please make sure your passport number is visible when uploading the page with the entry stamp)

### (2) No. 4 (**Financial evidence**)

Please provide a **Personal bank statements** or **Recommendation Letter issued by the current employer / company in Japan**. The letter must show the company's letter head and specify the applicant's name / assignment's position / salary / date of entry / length of stay in Thailand. The letter must contain an authorized person's signature and a company seal.

### (3) No. 5 (**WP32**)

For Japanese, Please provide a **WP32** or an **Invitation letter from the company in Thailand and Company Registration issued by Ministry of Commerce within 6 months**.

- The letter must show the company's letter head / The applicant's name / position / date of entry / length of stay in Thailand. The letter must contain an authorized person's signature and a company seal.
- Company Registration must be in Thai Language.

For Non-Japanese, Please provide a **WP32**

※For artists (including models) with the purpose of performing, please see the section "For those applying for an Artist (Non-immigrant B) Visa."



## Work and Business Visas(Business)

(1) **No. 3 (Document indicating current location)** Please provide the documents as below:

- For Japanese, please provide **My Number Card or driving license**
- For Non-Japanese, please provide **My Number Card or Residence Card (Zairyu card in Japan)**
- For Non-Japanese who do not have the residence in Japan, please provide **the entry stamp in the passport** (Please make sure your passport number is visible when uploading the page with the entry stamp)

(2) **No. 4 (Financial evidence)**

Please provide a **Recommendation Letter issued by the current employer / company in Japan**. The letter must show the company's letter head and specify the applicant's name / position / salary/ date of entry (in case of applying for Multiple Entries, please specify one year plans of entries and departures) / length of stay in Thailand. The letter must contain an authorized person's signature and a company seal.

(3) **No. 5 (Invitation letter from the company in Thailand)**

Please provide an **Invitation letter from the company in Thailand and Company Registration issued by Ministry of Commerce within 6 months**.

- The letter must show the company's letter head / The applicant's name /position /date of entry (in case of applying for Multiple Entries, please specify one year plans of entries and departures) length of stay in Thailand. The letter must contain an authorized person's signature and a company seal.
- Company Registration must be in Thai Language.





## Long Stay Visas (OA, OX)

**No. 3 (Proof of the permanent residence in the country where the application is submitted)** Please provide the document as below:

- For Japanese please provide **My Number Card and Kosekitohon (Japanese is acceptable)**
- For Non-Japanese please provide **My Number Card or Residence Card (Zairyu card in Japan) and Juminhyo**

## Studying Visas

(1) **No. 3 (Document indicating current location)** Please provide the document as below:

- For Japanese, please provide **My Number Card or driving license**
- For Non-Japanese, please provide **My Number Card or Residence Card (Zairyu card in Japan)**
- For Non-Japanese who do not have the residence in Japan, please provide **the entry stamp in the passport**(Please make sure your passport number is visible when uploading the page with the entry stamp)

(2) **No. 4 (Financial evidence e.g. bank statements, sponsorship letter covering tuition fees and living expenses)** Please provide the documents as below:

- Personal bank statements covering tuition fees and living expense in Thailand (In case where an applicant is under 20 years old and does not have a bank account, please provide a bank statement of either the father or the mother and also family registration certificate in Japan (KOSEKITOHON) issued within 3 months.)



## Media & Film Crew Visas

(1) No. 3 (**Document indicating current location**) Please provide the document as below:

- For Japanese, please provide **My Number Card or driving license**
- For Non-Japanese, please provide **My Number Card or Residence Card (Zairyu card in Japan)**
- For Non-Japanese who do not have the residence in Japan, please **provide the entry stamp in the passport** (Please make sure your passport number is visible when uploading the page with the entry stamp)

(2) **No. 4. (Financial Evidence: amount of no less than 30,000 THB (single), 120,000 THB (Multiple))** Please provide the document as below:

- a personal bank statement **or** Recommendation Letter issued by the current employer / company in Japan.

The letter must show the company's letter head and specify the applicant's name / position / salary/ date of entry / length of stay in Thailand.







## Staying with Family Visas

(1) **No. 3 (Document indicating current location)** Please provide the document as below:

- For Japanese, please provide **My Number Card or driving license**
- For Non-Japanese, please provide **My Number Card or Residence Card (Zairyu card in Japan)**
- For Non-Japanese who do not have the residence in Japan, please **provide the entry stamp in the passport** (Please make sure your passport number is visible when uploading the page with the entry stamp)

(2) **No. 4 (Financial evidence; amount of no less than 30,000 THB, e.g. bank statements, sponsorship letter)**

Please provide the documents as below:

- **a personal bank statement** (In case where an applicant is under 20 years old and does not have a bank account, please provide a bank statement of either the father or the mother and also family registration certificate in Japan (KOSEKITOHON) issued within 3 months) or **Recommendation Letter issued by the current employer / company in Japan.**

The letter must show the company's letter head and specify the applicant's name / name of foreigner legally working in Thailand / relationship between the applicant and the foreigner legally working in Thailand / purpose of stay / date of entry / length of stay in Thailand





## Staying with Family Visas(Cont.)

### (3) **No.5 (Personal details of a family in Thailand, e.g. ID card, passport and the visa page or stay permit in Thailand)**

Please provide Work Permit and Stay Permit of worker (For those who do not have work Permit and Stay Permit, please provide The e-Visa confirmation email)

### (4) **No. 6 (Proof of relationship to a family in Thailand, e.g. A copy of marriage certificate/ birth certificate/ certificate of adoption)** Please provide the document as below:

- For Japanese or those who are married to a Japanese, please provide registration certificate in Japan (**KOSEKITOHON**) issued within 3 months
- For Non-Japanese please provide **marriage certificate / birth certificate of their countries in English**





## Research and Science Visas

(1) No. 3 (Document indicating current location) Please provide the document as below:

- For Japanese please provide **My Number Card or driving license**
- For Non-Japanese please provide **My Number Card or Residence Card (Zairyu card in Japan)**
- For Non-Japanese who do not have the residence in Japan Please **provide the entry stamp in the passport** (Please make sure your passport number is visible when uploading the page with the entry stamp)

(2) No. 4 (Financial evidence; amount of no less than 30,000 THB, e.g. bank statements, sponsorship letter) Please provide:

- **a personal bank statement or Recommendation Letter issued by the current employer / company in Japan.** The letter must show the company's letter head and specify the applicant's name / assignment's position / salary/ date of entry / length of stay in Thailand







## Smart Visas

No. 3 (Document indicating current location) Please provide the document as below:

- For Japanese please provide **My Number Card or driving license**
- For Non-Japanese please provide **My Number Card or Residence Card (Zairyu card in Japan)**
- For Non-Japanese who do not have the residence in Japan Please **provide the entry stamp in the passport**(Please make sure your passport number is visible when uploading the page with the entry stamp)

## Long-Term Residence Visas

No. 3 (Document indicating current location) Please provide the document as below:

- For Japanese please provide **My Number Card or driving license**
- For Non-Japanese please provide **My Number Card or Residence Card (Zairyu card in Japan)**

## Other Visas

The Required Document No. 3 (Document indicating current location) Please provide the document as below:

- For Japanese please provide **My Number Card or driving license**
- For Non-Japanese please provide **My Number Card or Residence Card (Zairyu card in Japan)**
- For Non-Japanese who do not have the residence in Japan Please **provide the entry stamp in the passport**(Please make sure your passport number is visible when uploading the page with the entry stamp)



## Destination Thailand Visa (DTV)

(1) No. 3 (Document indicating current location) Please provide the document as below:

- For Japanese please provide **My Number Card or driving license**
- For Non-Japanese please provide **My Number Card or Residence Card (Zairyu card in Japan)**

(2) Spouse and children under 20 years old of DTV visa holders. No. 4 (Financial evidence; amount of no less than 30,000 THB, e.g. bank statements, sponsorship letter) Please provide the document as below:

- **a personal bank statement** (In case where an applicant is under 20 years old and does not have a bank account, please provide a bank statement off DTV holder and also family registration certificate in Japan (KOSEKITOHON) issued within 3 months or Birth certificate of their countries in English)

(3) No. 6 (Proof of relationship to the DTV visa holder, e.g. A copy of marriage certificate/ birth certificate/ certificate of adoption) Please provide the document as below:

- For Japanese or those who are married to a Japanese, please **provide registration certificate in Japan (KOSEKITOHON)** issued within 3 months
- For Non-Japanese please provide **marriage certificate / birth certificate of their countries in English**





## NOTICE

Applicant who has submitted a moving-out notification but does not have Residence Certificate and also cannot provide proof of evidence with My Number card must upload the following documents as their proofs of current residency.(Including Japanese children who is born in Thailand)

**1. Airline Tickets for both entry and exit from Japan**

**2. Guarantee letter: Please provide Guarantor's, who is living in Japan, My Number card OR Driver's License. A guarantor from someone other than your parents is required. A relative or friend residing in Japan must be your guarantor.**

(Guarantee Letter:

**<https://site.thaiembassy.jp/upload/iblock/4ef/guarantee.pdf>**)

Applicants who are children born in Japan who have not yet created an My Number Card, up to the age of one year, please upload the following documents as their current place of stay.

**1. Juminhyo**

**2. Guarantee letter: Please provide Guarantor's, who is living in Japan, My Number card OR Driver's License. A guarantor from someone other than your parents is required. A relative or friend residing in Japan must be your guarantor.**

(Guarantee Letter:

**<https://site.thaiembassy.jp/upload/iblock/4ef/guarantee.pdf>**)





## For the person who has the Re-entry permit to Japan

1. When you fill in your personal information, please note the following points:
  - ① If you do not have a family name (last name) and only have a given name, please leave the family name field blank.
  - ② For nationality, DO NOT select Japan. Instead, select the nationality stated on the second page of the Re-entry Permit.
2. For Type of Travel Document, select "Travel Document."
3. For the **Travel Document No.**, enter the number (No.) stated on the first page of the Re-entry Permit. For example: D123456.
4. For the **Place of issue**, please fill in "**Ministry of Justice Japan**"
5. For **Date of issue**, please select the date of issue printed on the first page of your Re-entry Permit.
6. For the validity period of the travel document, please select the date stated at the "validity until" printed on the re-entry permit to Japan sticker.
7. When uploading the bio-data page of the passport or travel document, please upload all the following pages: Page 1 (the page showing the number and issuance date), Page 2 (the page with the photograph), and the page with the re-entry permit sticker attached.





## For those who apply for the Artist visa (Non-immigrant B visa)

For those who apply for the Artist visa (Non-immigrant B visa)

1. For those applying for an artist visa, your type of visa falls under **"(Employment) Work"** within the Employment/Business Visa (Non-immigrant B Visa).
2. No.3 (Document indicating current location). Please provide the document as below:
  - For Japanese please provide **My Number Card or driving license**
  - For Non-Japanese please provide **My Number Card or Residence Card**
3. No.4 (Financial). Please provide the document as below.
  - **a personal bank statement or Recommendation Letter issued by the current employer / company in Japan.** The letter must show the company's letter head and specify the applicant's name / assignment's position / salary/ date of entry / length of stay in Thailand. The letter must contain an authorized person's signature and a company seal.
4. No.5 (WP32). Please provide the document as below.
  - **WP32 (Japanese national must also submit)**

