

Foreign Media Accreditation:
A Guide for Foreign Media Personnel Wishing to Work in Thailand

Overview

Any foreign media personnel wishing to work in Thailand for a period of three months or longer¹ has to register with the Department of Information, Ministry of Foreign Affairs, through the MMOS (MFA Media Online Service) website, in order to apply for Non-immigrant visa category “M” (Media Visa) and other necessary documents enabling him/her to work in Thailand as an accredited member of the media. Please refer to the **Guidelines of Issuing Non-immigrant Visa Category “M”** for the qualifications of those who are eligible to apply for such visa.

Applicants can be divided into three categories:

1. New Applicants – those who apply for the foreign media accreditation in Thailand for the first time. If the application is approved, he/she will be able to obtain the media visa, work permit and press card from relevant government agencies, which are valid for 12 months.

2. Renew Applicants – those who continue to work for the same media organization and wish to renew their media visa, work permit and press card.

3. Organization Change Applicants – those who change to work for a different organization and must apply for a media visa, work permit and press card with the corresponding information.

All three categories must submit their application online through the MMOS website (**Download MMOS website User’s Manual**)

Accreditation Process

1. New Application (Process flow Chart)

Step 1 – Sign up on the MMOS website to create a personal account.

Step 2 – Log in and complete an application form for “New Application”. A list of required documents can be found below. Applicants will be asked to indicate where they would like to have their interview (either at the Department of Information or any Royal Thai Embassy/ Royal Thai Consulate-General) and where they would like to obtain their media visa (any Royal Thai

¹ Members of the media who have to enter Thailand for an ad hoc or short-term assignment can apply for Non-immigrant visa category “B” (Business Visa) at any Royal Thai Embassy or Royal Thai Consulate-General abroad.

Embassy/Royal Thai Consulate-General which does not have to be the same place where they have their interview)

Step 3 - Employment verification and interview. The Department of Information will coordinate with the Royal Thai Embassy/ Royal Thai Consulate-General where the headquarters of the applicant's organization locate to verify the applicant's employment. The applicant will also be contacted to schedule his/ her interview.

Step 4 – Application in consideration. The Department of Information will determine each application based on the information submitted as well as the interview in accordance with the **Guidelines of Issuing Non-immigrant Visa Category “M”**. The applicant will be notified of the decision through the MMOS system and his/her designated email.

Step 5 – Obtaining the media visa. Upon the approval of the application, the applicant will be given a reference number to be used when applying for a media visa at the designated Royal Thai Embassy/Royal Thai Consulate-General.

Step 6 – Obtaining the accreditation letters. Upon entry into Thailand using the media visa, the applicant will have to log in to his/her MMOS account and upload the clearly scanned copy of his/her media visa and entry stamp from the Immigration Bureau. Three accreditation letters will then be issued to the applicant so he/she can obtain necessary documents required for working in Thailand as an accredited member of the media, namely:

- (1) *Extension of visa and period of stay* – the media visa is valid for three months with a single entry permit. Upon arrival in Thailand, the applicant will be granted a three-month stay in Thailand. The Department of Information will issue a letter addressed to the Immigration Bureau, Royal Thai Police, requesting the extension of the applicant's visa and period of stay to a maximum period of one year.
- (2) *Work permit* – a letter addressed to the Department of Employment, Ministry of Labour, requesting the issuance of a work permit to the applicant with a maximum period of one year.
- (3) *Press Card* – if requested by the applicant, a letter addressed to the Department of Public Relations, Office of the Prime Minister, requesting the issuance of a press card to the applicant with a maximum period of one year.

The applicant will be notified through the MMOS system and his/her designated email when these letters are ready for collection at the Ministry of Foreign Affairs, Sri Ayudhya Road.

Step 7 – Obtaining the documents required for working in Thailand. Upon receiving the three accreditation letters, the applicant will have to contact the relevant agencies to obtain the extension of visa and period of stay, work permit and press card, namely

(1) Immigration Bureau, Royal Thai Police

One-Stop Center for Visa and Work Permit

18th Floor, Chamchuri Square Tower

319 Phayathai Road, Pathumwan

Bangkok 10300

Telephone : + 66 (0) 2209 1100

or

The Government Complex

3rd Floor, Tower B, South Wing

Chaeng Wattana Road, Laksi

Bangkok 10210

Telephone : + 66 (0) 2142 2222

(2) Department of Employment, Ministry of Labour

One-Stop Center for Visa and Work Permit

18th Floor, Chamchuri Square Tower

319 Phayathai Road, Pathumwan

Bangkok 10300

Telephone : + 66 (0) 2209 1100

or

The Ministry of Labour

Mitmaitri Road, Dindaeng

Bangkok 10400

Telephone : + 66 (0) 2245 5801

(3) Department of Public Relations, Office of the Prime Minister

Foreign Office, Ground Floor

9 Soi 30 (Aree Samphan), Rama VI Road, Phayathai

Bangkok 10400

Telephone : + 66 (0) 2618 2323 ext. 1113

2. Renew Application (Process flow Chart)

Step 1 – Log in to the MMOS account and complete an application form for “Renew Application” at least one month but not more than two months before the media visa expires. A list of required documents can be found below.

Step 2 – Application in consideration. The Department of Information will determine each application based on the information submitted including the sample of works in the past year and in accordance with the Guidelines of Issuing Non-immigrant Visa Category “M”. The applicant will be notified of the decision through the MMOS system and his/her designated email. If deemed necessary, an interview may be scheduled with the applicant to assist with the decision making.

**** If the applicant’s media visa has not expired, skip to Step 4 ****

**** If the applicant’s media visa has expired ****

Step 3 – Obtaining the media visa. Upon the approval of the application, the applicant will be given a reference number to be used when applying for a new media visa under the new organization at the designated Royal Thai Embassy/Royal Thai Consulate-General. Upon entry into Thailand using the media visa, the applicant will have to log in to his/her MMOS account and upload the clearly scanned copy of his/her media visa and entry stamp from the Immigration Bureau.

Step 4 – Obtaining the accreditation letters. Upon the approval of the application, three accreditation letters will be issued to the applicant so he/she can renew the necessary documents required for working in Thailand as an accredited member of the media, namely:

- (1) *Extension of visa and period of stay* – a letter addressed to the Immigration Bureau, Royal Thai Police, requesting an extension of the applicant’s visa and period of stay to a maximum period of one year.
- (2) *Work permit* – a letter addressed to the Department of Employment, Ministry of Labour, requesting an extension of the applicant’s work permit for a maximum period of one year.
- (3) *Press Card* – if requested by the applicant, a letter addressed to the Department of Public Relations, Office of the Prime Minister, requesting an extension of the applicant’s press card for a maximum period of one year.

The applicants will be notified through the MMOS system and his/her designated email when these letters are ready for collection at the Ministry of Foreign Affairs, Sri Ayudhya Road.

Step 5 – Obtaining the documents required for working in Thailand. Upon receiving the three accreditation letters, the applicant will have to contact the relevant agencies to obtain the extension of visa and period of stay as well as to renew his/her work permit and press card.

3. Organization Change Application (Process flow Chart)

Step 1 – Log in to the MMOS account and complete an application form for “Organization Change Application”. The applicant has to submit a letter of employment cancellation from his/her previous organization and an assignment letter from the new organization.

Step 2 - Employment verification and interview. The Department of Information will coordinate with the Royal Thai Embassy/Royal Consulate-General where the headquarters of the applicant’s new organization locate to verify the applicant’s employment. The applicant will also be contacted to schedule his/ her interview if deemed necessary.

Step 3 – Application in consideration. The Department of Information will determine each application based on the information submitted as well as the interview in accordance with the **Guidelines of Issuing Non-immigrant Visa Category “M”**. The applicant will be notified of the decision through the MMOS system and his/her designated email.

**** If the applicant’s media visa has not expired, skip to Step 4 ****

**** If the applicant’s media visa has expired ****

Step 4 – Obtaining the media visa. Upon the approval of the application, the applicant will be given a reference number to be used when applying for a new media visa under the new organization at the designated Royal Thai Embassy/Royal Thai Consulate-General. Upon entry into Thailand using the media visa, the applicant will have to log in to his/her MMOS account and upload the clearly scanned copy of his/her media visa and entry stamp from the Immigration Bureau.

Step 5 – Obtaining the accreditation letters. Three accreditation letters will be issued to the applicant so he/she can obtain the necessary documents from the relevant agencies. The applicants will be notified through the MMOS system and his/her designated email when these letters are ready for pick up at the Ministry of Foreign Affairs, Sri Ayudhya Road.

Step 6 - Obtaining the documents required for working in Thailand. Upon receiving the three accreditation letters, the applicant will have to contact the relevant agencies to obtain the extension of visa and period of stay as well as work permit and press card with the corresponding information about his/her current organization.

Processing Time

For **new application and organization change application**, the process takes approximately **one to two months**. It is advisable that applicants for these two categories submit their application as early as possible.

For **renew application**, the process takes approximately **one month**. It is advisable that applicants of this category submit their application at least one month but not more than two months before their media visa expires.

Required Documents

1. New Application

- A copy of the applicant's passport (with at least 6 months validity).
- A letter of reference/assignment letter from the headquarters of the applicant's organization addressed to the "Director-General of the Department of Information, Ministry of Foreign Affairs", confirming the appointment and job title of the applicant.
- Profile of the applicant.
- Profile of the organization, including but not limited to its background, scope of work, circulation and names of related publications (if available)
- Evidence of the organization registration with the Thai government or an overseas government.*
- The applicant's criminal record, issued by the country of which the applicant is a national or by his/ her country of residence (if applicable).
- A copy of the applicant's work during the year prior to the date of application, including work on Thailand (if applicable).**

2. Renew Application

- A copy of the applicant's passport (with at least 6 months validity).
- A copy of the extension of visa issued by the Immigration Bureau.
- The applicant's work permit.
- The applicant's Press Card (if applicable).
- A letter of reference/assignment letter from the headquarters of the applicant's organization addressed to the "Director-General of the Department of

Information, Ministry of Foreign Affairs” and confirming the appointment and job title of the applicant.

- Profile of the applicant.
- Profile of the media entity/news agency, including but not limited to its background, scope of work, circulation and names of related publications (if available)
- The applicant’s criminal record, issued by the country of which the applicant is a national or by the country of residence (if applicable).
- A copy of the applicant’s work during the year prior to the date of application, including work on Thailand. ***
- Evidence of the applicant’s income and tax payment in Thailand if the applicant has had any taxable / assessable income.

3. Organization Change Application

- A copy of the applicant’s passport (with at least 6 months validity).
- A copy of the extension of visa issued by the Immigration Bureau.
- The applicant’s work permit.
- The applicant’s Press Card (if applicable).
- A letter of reference/assignment letter from the headquarters of the organization the applicant will work for, addressed to the “Director-General of the Department of Information, Ministry of Foreign Affairs” and confirming the appointment and job title of the applicant.
- A letter of employment cancellation from the headquarters of the organization the applicant previously worked for.
- Profile of the applicant.
- Profile of the organization the applicant will work for, including but not limited to its background, scope of work, circulation and names of related publications (if available)
- The applicant’s criminal record, issued by the country of which the applicant is a national or by the country of residence (if applicable).
- A copy of the applicant’s work during the year prior to the date of application, including work on Thailand. ***

- Evidence of the applicant's income and tax payment in Thailand if the applicant has had any taxable / assessable income.

Note:

** An official note from a foreign embassy in Thailand certifying that an applicant's accrediting organization is a known and bona fide entity in that country can be used as evidence of the organization's domestic registration. Furthermore, applicants from media organizations whose registration documents have previously been submitted are not required to resubmit such documentation.*

*** First-time applicants are required to submit samples of work they have produced in the past year, which shall be related to Thailand, if applicable. However, if the applicant has not done any work on Thailand, he/she should submit other samples. At least five samples are required, though more may be requested on a case-by-case basis when deemed necessary. In addition, English summaries are required when submitting samples of work in other languages. The summary must include key points and provide a clear overview of the subject matter.*

**** Renewal applicants are required to supply articles/reports that they have produced in the past year that relate to Thailand and/or countries in the region they had been assigned to cover under their contract. At least five samples are required, though more may be requested on a case-by-case basis when deemed necessary.*

***** This guide is in accordance with Ministerial Regulation on the Organization of the Department of Information, Ministry of Foreign Affairs B.E. 2558.*

****** No fee is required for the service given by the Department of Information, Ministry of Foreign Affairs.*