

Checklist



Please complete and submit together with the application form

Application with incomplete documents cannot be accepted

NON-IMMIGRANT VISA (B) FOR EMPLOYMENT

Purpose: To be employed in Thailand

Required Documents:

1. Completed visa application form
2. Original passport with at least 6-month validity and 2 blank visa pages
3. A copy of passport (ID page)
4. A passport size photo (white/ blue background and taken within the past 6 months)
5. Any of the followings:
 - 5.1 A copy of work permit in Thailand **(for work permit renewal only)**
 - 5.2 Letter of approval from the Ministry of Labour of Thailand (ต.ท.3)
 - 5.3 Letter from the Board of Investment of Thailand
6. Documents from employer in Thailand
 - 6.1 Cover letter addressed to the Royal Thai Embassy requesting Non-immigrant B visa for the applicant
 - 6.2 A copy of the company's registration/business license
 - 6.3 A copy of the company's list of shareholders
 - 6.4 A copy of the company's latest balance sheet
 - 6.5 A copy of the company's value-added tax (VAT) registration

Visa fees:

- RM 300 for single entry visa
- Fee is exempted for nationals of Malaysia, Singapore, Republic of Korea and Tunisia

In submitting the application, I understand that:

- Additional documents may be requested as deemed necessary by the Royal Thai Embassy
- The application may be rejected without reason provided and the fees cannot be refunded

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(Applicant's Signature)