

## Tourist Visa for a single entry : Checklist Form

**Please tick in the circle**

- ☐ Application form, completely filled and signed by the applicant (All information must be correct, accurate, and legible.)
- ☐ Checklist form, completely filled and signed by the applicant
- ☐ Appointment confirmation of the applicant in A4 size (One appointment confirmation per one applicant)
- ☐ Original passport of the applicant, which must be valid for at least 6 months from the date of travel
- ☐ Two photocopies of a bio-data page of the applicant's passport in A4 size
- ☐ Two identical colour photographs, which must be:
  - of the size of 3.5 cm x 4.5 cm ; - taken within the last 6 months
  - taken in front of a plain white or off-white background; - taken in full-face view directly facing the camera without eye glasses
  - with a neutral facial expression, both eyes open, and clearly visible hairline and ears
  - unretouched with standard or high resolution
- ☐ Financial proof, which must be
  - 1) original updated 6-month bank statement(s)/EPF slip(s) AND the photocopy/ies (certified by the issuing bank), which must have
    - a final balance of at least **LKR 130,000** (per one person) OR **LKR 260,000** per family (2 parents and 2 children under 18 years old)
    - credit facility limit (in case of submitting (a) bank statement(s) with debit amount)
  - OR**
  - 2) original unexpired fixed deposit certificate(s) for a period of at least 6 months with maturity date, which must have at least **LKR 130,000** per one person OR **LKR 260,000** per family (2 parents and 2 children under 18 years old) AND the photocopy/ies
- ☐ Original letter, signed by a person who sponsors the trip, and whose name is on the above financial proof (in case of submitting the financial proof of the applicant's parent(s)/spouse/children) AND a proof of the sponsor's signature such as a photocopy of a bio-data page of a sponsor's passport
- ☐ Confirmed flight tickets, indicating ticket numbers and the applicant's name (The departure date must be after the date of passport collection.)
- ☐ Original marriage certificate AND its certified English translation with photocopies of both documents (in case of submitting the financial proof of the applicant's spouse)
- ☐ Original birth certificate AND its certified English translation with photocopies of both documents (in case of submitting the financial proof of the applicant's parents)
- ☐ Original company registration certificate, showing that the applicant is an owner or director of the company AND its certified English translation with photocopies of both documents (in case of submitting company's 6-month bank statements as a financial proof)
- ☐ Evidence to verify the applicant's identity in the case that the applicant's name on the passport is different from the name on the financial proof or flight tickets
- ☐ Original proof of occupation of the applicant AND its photocopy, which may include, among others,
  - Original letter of employment, issued by an applicant's employer, which has an official company letterhead, name, original (in ink) signature and position of the signee; and indicates approved leave for the applicant
  - Original company registration certificate, indicating that the applicant is an owner or director of the company AND its certified English translation
- ☐ Original letter, signed by the applicant, explaining the reason why the previous Thai visa was not used.
- ☐ Monk is required to submit an itinerary and details of activities (pilgrimage/tourism/others) and accommodation.
- ☐ Applicant under 18 years old must submit:
  - Original letter of consent, signed by both parents AND proof of parents' signatures such as photocopies of bio-data pages of parents' passports and/or photocopies of original marriage certificate of the parents and its certified English translation
  - Original birth certificate AND its certified English translation AND photocopies of both documents

I declare that I am not inadmissible to enter Thailand in accordance with Thai laws and regulations and that all information and documents submitted are true and genuine. If not, I acknowledge the right of the Embassy to take legal action against me.

(sign) ..... Applicant

(.....)

**Please note that:**

- \*1. The Embassy has the right not to issue a visa without stating any reason.
- \*2. The Embassy has the right to reject an incomplete or damaged application form; or an application with incomplete or unclear or illegible documents.
- \*3. The Embassy has the right to request (an) additional document(s) other than the documents stated in this form.
- \*4. The Embassy shall not issue visas to applicants who provide untrue information or fake documents, and shall blacklist those who do so.
- \*5. All photocopies submitted to the Embassy must be in A4 size.
- \*6. One online appointment confirmation per one applicant
- \*7. The Embassy has authority to issue visas to foreigners who wish to travel to Thailand. However, the authority to permit entry and stay in Thailand lies with the Immigration Officer.
- \*8. Please note that, an applicant who applies for visa through a travel agent shall take full responsibility of his/her visa application. The Embassy therefore advises that the applicant be selective in choosing reliable travel agency to apply for visa on his/her behalf.

**Updated on 18 February 2022**