

Transit Visa : 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; - unretouched with standard or high resolution
 - 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
- ☐ 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 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
- ☐ Valid visa of the applicant, issued by the country of final destination
- ☐ 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 the applicant as 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 approval 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