

## Non – Immigrant Visa type O (Charity Work) 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 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
- Flight ticket reservation (The departure date must be after the date of passport collection.)
- Financial proof, which must be
  - In case of attending a training, workshop or conference
    - 1) original 6-month updated 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 250,000** (per one person)
      - 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 250,000** (per one person) AND the photocopy/ies
  - In case of intending to do a full-time unpaid charity work in Thailand
    - 3) Original updated bank statements, which has a final balance that adequately covers living expenses and accommodation during the whole period of the charity work in Thailand AND the photocopies. (Debit amount and credit facility limit are not accepted in this case.)
- 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
- 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 the company's 6-month bank statements as a financial proof)
- Official letter, issued by an institute/international organisation/NGO in Thailand, which confirms an offer of unpaid full-time charity work for the applicant, and relevant information, including, but not limited to, detailed responsibility/assignment, workplace address and work period. (The letter must have a letterhead, signature, name and position of the signee.)
- Original letter, issued by an applicant's employer/institute in Sri Lanka, which confirms permission for the applicant to do the charity work with the above institute/international organization/NGO in Thailand. (The letter must have a letterhead, original (in ink) signature, name and position of the signee.)
- Registration certificate of the institute/NGO, issued by a relevant government agency (in the case that the inviting institute/NGO is not the Thai government or international organisation)
- Original letter, signed by the applicant, explaining the reason why the previous Thai visa was not used.
- 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
- 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) .....

(Name)(.....)

**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.