



ONLINE VISA APPOINTMENT

ROYAL THAI EMBASSY - COLOMBO

Visa Appointment - Objectives

- ▶ To reduce congestion and long queue for visa submission
- ▶ To ensure that visa submission is based on first-comes, first-served basis
- ▶ To ensure peace and order in the Embassy
- ▶ To provide alternative dates and time in advance for visa submission
- ▶ To help applicants to prepare required documents and relevant visa forms

Type of Visa Appointment

- ▶ **Individual** – Applicant is able to make online visa appointment from everywhere. Confirmation of appointment must be printed and attached to application for each passport.
- ▶ **Travel Agency** – Applicants may assign a travel agency to make online visa appointments on their behalf. Agencies are able to make appointments for their clients. Confirmation of appointment must be printed and attached to the application for each passport.

Individual Visa Appointment

- ▶ Every applicant is required to make online visa appointment.
- ▶ Appointment steps:
 - ▶ choose type of VISA
 - ▶ choose available date and time slot
 - ▶ put password to verify identity and prevent internet spam
 - ▶ fill in required personal information
 - ▶ download checklist form and visa application via email
 - ▶ Come to the Embassy on the appointed date and time. The Embassy will not accept early or late submission. In such a case, the applicant needs to make new appointment through the system. (depending on availability for time slots in the system)

Individual Visa Appointment

Online VISA Appointment

STEP 1: COMPLETE THE ONLINE APPOINTMENT FORM

Please read and follow instructions carefully before process your appointment

1. All documents must be in English ONLY. Foreign language documents need to have certified translation.
2. Online visa appointment is compulsory for **EACH applicant/ EACH passport**.
3. Only those who have **medical emergencies with proof from hospital or will pay an official visit to Thailand with official letters from government or international organization** can send their urgent request **before sub**
colombo.visa@thevisareservation.com. Please send requests with reasons of urgency and proof only one time. The Embassy will check email once a day. **The Embassy will consider the requests on case-by-case basis.**
4. A confirmed appointment has to be printed out and bring along to the Embassy. Applicants have to come to the Embassy on the confirmed appointed date and time. The Embassy will reject all applications which are not submitted on the
5. Applicants must come in person to the Embassy if they are needed to be interviewed.
6. Detailed visa information is on the home page link to **consular services**

Visa Type	Fee(s)
Transit Visa	5000
Single Entry Tourist Visa	9900
Multiple Entries Tourist Visa	23000
Single Entry Non-Immigration	10000
Multiple Entries Non-Immigration	23000

7. Please wear respectable clothing. Wearing revealing shorts or knee length pants not allowed, short skirts or shirts, spaghetti strapped blouses, bare midriffs, tubes tanks, see-through dresses, singlet, halters, camisoles, motorcycle helmet
the Consulate parameter. You may be barred entry due to improper dress attire.

Important

- For normal cases, visa issuance takes 5 working days after the day of submission. Applications with unclear or incomplete documents or with documents which need to be cross-checked will take more than 5 working days for visa issuance.
- Please be advised to make your appointment at least 14 days in advance before your departure date.
- The Embassy reserves the right to reject any application.
- The Embassy reserves the right to request additional document and interview.
- Applications with forged documents or untrue information will be refused and banned for future visa submission.
- All visa payments must be paid directly to the Embassy and cannot be refunded in all cases.

I confirm that I have read, understand and agree to the above information and procedure

Apply Now

- ▶ Read instruction and click “confirm I have read” before next step

Individual Visa Appointment

Online VISA Appointment			
STEP 2: CHOOSE AVAILABLE			
Date	Period	Available	Booking
Monday, June 20, 2016	08:00-09:00	█	<input checked="" type="radio"/>
	09:00-10:00	█	<input type="radio"/>
	10:00-11:00	█	<input type="radio"/>
	11:00-12:00	█	<input type="radio"/>
	12:00-13:00	█	<input type="radio"/>
Tuesday, June 21, 2016	08:00-09:00	█	<input type="radio"/>
	09:00-10:00	█	<input type="radio"/>
	10:00-11:00	█	<input type="radio"/>
	11:00-12:00	█	<input type="radio"/>
	12:00-13:00	█	<input type="radio"/>
Wednesday, June 22, 2016	08:00-09:00	█	<input type="radio"/>
	09:00-10:00	█	<input type="radio"/>
	10:00-11:00	█	<input type="radio"/>
	11:00-12:00	█	<input type="radio"/>
	12:00-13:00	█	<input type="radio"/>
Thursday, June 23, 2016	08:00-09:00	█	<input type="radio"/>
	09:00-10:00	█	<input type="radio"/>
	10:00-11:00	█	<input type="radio"/>
	11:00-12:00	█	<input type="radio"/>

▶ Choose available time slot.

- Green – Available
- Yellow – Almost full
- Red – Full

Individual Visa Appointment

Online VISA Appointment

VISA Type

STEP 3: COMPLETE THE ONLINE APPOINTMENT FORM

TITLE <input type="text"/>	GIVEN NAME <input type="text"/> <small>Require</small>	MIDDLE NAME <input type="text"/>	SURNAME <input type="text"/> <small>Require</small>
--------------------------------------	---	--	--

NATIONALITY

PASSPORT NUMBER <input type="text"/>	DATE OF EXPIRY <input type="text" value="17/12/2016"/>
RESIDENT VISA NO. <input type="text"/> <small>(FOR NON-SRI LANKA NATIONAL)</small>	DATE OF EXPIRY <input type="text" value="17/12/2016"/>

APPOINTMENTDATE

PHONE NUMBER <input type="text"/>	EMAIL ADDRESS <input type="text"/> <small>Require</small>
---	--

FOR THOSE WHO ARE EXEMPTED FROM SRI LANKA RESIDENT VISA

Please specify your reason

REMARK

- ▶ Choose visa type
- ▶ Complete required information.
- ▶ Then click "Next"

Single Entry Tourist VISA
Multiple Entry Tourist VISA
Single Entry Non-Immigration
Multiple Entry Non-Immigration
Transit VISA
Others

Individual Visa Appointment

Online VISA Appointment

STEP 4: VERIFY

You may get verification email in shortly. Then put verification code in below text box. In case you do not get email in

- It may be considered as a junk email. Please try check in your junk box.
- Click Resend button below to get new verification code, if there is not in any your boxes.

Verification Code

Please input your verification code :

Resend Code

Next

- ▶ Receive verification email
- ▶ Put verification code

Dear Mr Arthasit S Sura,

Your e-mail address was provided for a VISA appointment on Royal Thai Consulate General Colombo.
Please find below your verification code.

Verification Code : **3728**

Thank you,

Royal Thai Consulate General Colombo

Individual Visa Appointment

- ▶ Download application form

Online VISA Appointment VS15062006040


STEP 5: COMPLETE THE VISA APPOINTMENT FORM

1 / 2 60.2%

Find

i You are viewing this document in PDF/A mode.

Please attach
2 photographs
taken within
the last 6 months
(3.5 x 4.5 cm)



APPLICATION FOR VISA
Ministry of Foreign Affairs of Thailand

Please Indicate Type of Visa Requested

- Diplomatic Visa
- Official Visa
- Courtesy Visa
- Non-Immigrant Visa
- Tourist Visa
- Transit Visa

Number of Entries Requested _____

Mr. Mrs. Miss _____

First Name Middle Name Family Name (in BLOCK letters)

Former Name (if any) _____ Countries for which travel document is valid _____

Nationality _____ Proposed Address in Thailand _____

Nationality at Birth _____

Birth Place _____ Marital Status _____

If the form is not typable please download [Adobe Acrobat Version 9.5](#) to enable [Click here to download VISA Form](#)

Next

Individual Visa Appointment

► Download Checklist

Online VISA Appointment VS16062006040

STEP 6: PREPARE ADDITIONAL DOCUMENTS

1 / 1 60.3%

Find

Single Entry Tourist Visa: Document Checklist Form

Please tick in the circle

- Complete application form (Fill in all details)
- Passport (at least 6 months validity)
- Copy of passport
- Two colour photos within 6 months size 3.5x4.5cm
- 6 months updated bank statements/EPF Slips
 - 80,000 rupees per person
 - 160,000 rupees per family (maximum 2 parents and 2 children under eighteen years old)
 - Credit facility limit (in case of using bank statement with debit amount)
 - Letter and copy of passport of a person who sponsors the trip (in case of using bank statement of applicant's parents/spouse/children)
 - Unexpired fixed deposit saving

Next

Individual Visa Appointment

- ▶ Confirm your booking

Online VISA Appointment VS160620060409

Appointment Information

Reservation Code	
Name	Mr Arthasit S Sura
Passport No.	AB9999 Expired 17/12/2016
Nationality	172-Sri Lanka
Date of Application	20/06/2016 Time: 20/06/2016 08:00-09:00
No. of passport(s) submitted	1
Remark	

Travel Agency



- ▶ Agency has to register with the system before applying for online visa appointment.
- ▶ Agency is able to make appointment and fill in information for their clients for maximum 5 passports per 1 login time.
- ▶ Agency is able to make appointments for their clients as many as the time slots are available.
- ▶ Each agency has 10 minutes to complete 1 appointment. Otherwise the system will release queue to others.

Agency – Registration

Agency Information

Agency or Company Name ABC Company <small>Require</small>	IATA registration no. IA91234 <small>Require</small>
Contact Person Mr Arthasit S Surarangsana <small>Require</small>	
Address No 29A Wijerama Mewatha Colombo 0, Sri Lanka <small>Require</small>	
Telephone No. 94-11-1234 <small>Require</small>	
Email Address surarangsana@gmail.com <small>Require</small>	
Account Name arthasit.s <small>Required, maximum 20 characters.</small>	

Terms and Conditions of Registration

After registration with the system, please kindly submit to the Embassy a letter from the IATA Association certifying the existence and validity of IATA Association license.

I confirm that I have read, understand and agree to the above information and procedure

Apply

- Agency has to register with the system before making visa appointments.

Overall Steps by Agency

Register

Approve

Make Appointment

Agency Information

Agency or Company Name ABC Company <small>Require</small>	IATA registration no. IA91234 <small>Require</small>
Contact Person Mr Arthasit S Surarangsana <small>Require</small>	
Address No 29A Wijerama Mewatha Colombo 0, Sri Lanka <small>Require</small>	
Telephone No. 94-11-1234 <small>Require</small>	
Email Address surarangsana@gmail.com <small>Require</small>	
Account Name arthasit.s <small>Required, maximum 20 characters.</small>	

Terms and Conditions of Registration

After registration with the system, please kindly submit to the Embassy a letter from the IATA Association certifying the existence and validity of IATA Association license.

I confirm that I have read, understand and agree to the above information and procedure

Apply

- Agency fills in information to register with the system.
- Then click Apply

Overall Steps by Agency

Register

Approve

Make Appointment

Inbox

NAME
Agency Registration Form
Travel Agency
Travel Agency
Travel Agency

Agency Information

Agency or Company Name: ABC Company
IATA registration no.: IA91234

Contact Person: Arthasit S Surarangsam

Address: No 29A Wijerama Mewatha Colombo 0, Sri Lanka

Telephone No.: 94-11-1234

Email Address: surarangsam@gmail.com

Account Name: arthasit.s

Dear ABC Company,

Your e-mail address was provided for a VISA appointment. Please find below your information.
Agency Name : **ABC Company**
Account Name : **arthasit.s**
Password : **8791b54c**
Please click [here](#) to perform making appointment.
Thank you,
Royal Thai Embassy Colombo.

APPROVE

- Agency has to submit IATA letter to certify that its IATA license is valid or a copy of valid IATA license certified by the IATA chamber.
- Once the registration is approved, the system will send email to agency containing username and password to log on.

Overall Steps by Agency

Register

Approve

Make Appointment

Home

New Requests

Online VISA Appointment for Agency

Appointment Information

VISA Type

Single Entry Tourist VISA

Number of applicant

1 Person

Choose appointment date/slot:

27/06/2016 08:30-09:30

Apply Now

- Agency clicks Online VISA...
- The system shows first page.
- Agency selects visa type, number of applicants and proper date/slots.
- Then click Apply Now.

Overall Steps by Agency

Register

Approve

Make Appointment

Appointment Information

VISA Type: Single Entry Tourist VISA
Number of applicant: 2 Persons
Choose appointment date/slot: 27/06/2016 08:30-09:30

Passport#1	Passport#2			
TITLE Mr. <small>Require</small>	TITLE Mr. <small>Require</small>	GIVEN NAME <input type="text"/> <small>Require</small>	MIDDLE NAME <input type="text"/>	SURNAME <input type="text"/> <small>Require</small>
NATIONALITY 172-Sri Lanka	NATIONALITY 172-Sri Lanka			
PASSPORT # <input type="text"/>	PASSPORT # <input type="text"/>	DATE OF EXPIRY 24/12/2016		
RESIDENT VISA # <input type="text"/> <small>(FOR NON-SRI LANKA NATIONAL)</small>	RESIDENT VISA # <input type="text"/> <small>(FOR NON-SRI LANKA NATIONAL)</small>	DATE OF EXPIRY 24/12/2016		
APPOINTMENT DATE 27/06/2016 08:30-09:30	APPOINTMENT DATE 27/06/2016 08:30-09:30			
PHONE # <input type="text"/> <small>Require</small>	PHONE # <input type="text"/> <small>Require</small>			

Next

- Agency fills in information for each applicant.
- Number of applicants is according to the selected number of passports in the previous step.
- Click Next

Overall Steps by Agency

Register

Approve

Make Appointment

Appointment Information

VISA Type: Single Entry Tourist VISA

Number of applicant: 2 Persons

Choose appointment date/slot: 27/06/2016 08:30-09:30

Passport#1	Passport#2			
TITLE Mr.	TITLE Mr.	GIVEN NAME Chonnak	MIDDLE NAME K	SURNAME Wongmala
NATIONALITY 172-Sri Lanka	NATIONALITY 172-Sri Lanka			
PASSPORT # A98765432	PASSPORT # K9871234	DATE OF EXPIRY 05/02/2019		
RESIDENT VISA # (FOR NON-SRI)	RESIDENT VISA # (FOR NON-SRI LANKA NATIONAL)	DATE OF EXPIRY 24/12/2016		
APPOINTMENT DATE 27/06/2016	APPOINTMENT DATE 27/06/2016 08:30-09:30			
PHONE # 94-11-112-11	PHONE # 94-11-987-1234			

Dear Travel Agency,

Your e-mail address was provided for a VISA appointment on Royal Thai Consulate General Colombo. Please find below your appointment information and check list for required documents.
VISA Type : Single Entry Tourist VISA

Passport	Name	Nationality
A98765432	Mr. Thanai T Tapa	172-Sri Lanka
K9871234	Mr. Chonnak K Wongmala	172-Sri Lanka

Thank you,
Royal Thai Consulate General Colombo.

3 ไฟล์แนบ

PDF /documents/pdf/V... PDF /documents/pdf/V... PDF /reservation/172/...

- Agency checks and clicks Submit.
- The system will automatically send confirmation email including individual appointment form and checklist form.

