



DOCUMENT CHECKLIST FOR VISA APPLICATION
ROYAL THAI CONSULATE-GENERAL, HONG KONG
Non-Immigrant Visa — Teacher in Private School

B_(T)

I have thoroughly read and clearly understood the **Notes and Declaration for Visa Application** submitted as part of my visa application, as well as **Visa Information and Requirements** — including **Additional Requirements for Selected Nationalities and Travel Documents** — published on the Royal Thai Consulate-General’s website (<https://hongkong.thaiembassy.org/>).

I declare that I have submitted and, where applicable, presented the below documents as marked. I further declare that no counterfeit or forged document has been submitted. I fully understand that, if at any time it is found that a counterfeit or forged document was used or a false statement was given, my visa application will be rejected or the visa granted to me will be voided, and the concerned parties and I will be liable under applicable laws. I fully understand that, in such case, the incident will be reported to the relevant authorities for appropriate action, including future prohibition of entry into the Kingdom of Thailand. .

FOR OFFICIALS’ USE
Appointment No. _____
Date _____

Signature _____

Date _____

	Required documents	Mark ✓ if submitted	For Official Use
1	Original current passport with at least 6-month validity from date of arrival in Thailand		
2	Visa Application Form, Notes and Declaration for Visa Application, and Document Checklist for Visa Application , completely filled and signed by the applicant, with 3.5cm × 4.5cm white background photo taken within 6 months of the date of application		
3	Copy of passport page containing passport holder’s information		
4	Copy of Hong Kong/Macao Identity Card*		
5	<i>[For non-permanent residents of the HKSAR/Macao SAR only]</i> Copy of the passport page(s) containing proof of permitted stay in the HKSAR , including but not limited to entry stamp, visa issued by HKSAR Immigration, and stay permit sticker/slip (please also submit HKSAR Immigration’s notification slip for conditions of stay print-out, where applicable)		
6	Proof of financial ability demonstrating possession or availability of sufficient liquid financial resources which can be utilized during the applicant’s stay in Thailand e.g. - recent bank statements showing up to 3 months account activities, with the relevant bank branch’s contact details - original letter of guarantee issued by parent/guardian/spouse, along with his/her proof of identity*, proof of relationship*, and proof of financial ability		
7	Proof of employment i.e. - original certification/endorsement/guarantee letter issued by employer or intended employer in Thailand with authorized signature and seal, providing details on the relevant employment, including but not limited to position, job description, salary, employment duration, proposed duration of stay, and employer’s contact details and address in Thailand; certified true copy of signatory’s identification document [<i>if signatory is not Thai national, proof of signatory’s Thai work permit is additionally required</i>]; and documents to verify his/her authority to sign on behalf of the employer (e.g. appointment order/documents) - proof of incorporation/registration/license with respect to the employer - [<i>For teaching other than in registered international school</i>] original certification/endorsement letter issued by the relevant government agency responsible for overseeing the operation of the relevant school/ institution (e.g. the Office of the Private Education Commission)		



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8	Details on employment history and education of applicant		
9	Certificate of No Criminal Conviction (CNCC) issued by Hong Kong Police Force (HKPF) <i>[Please contact the RTCG well in advance to issue a Note Verbale for submission to the HKPF; the HKPF will generally send the requested CNCC to the RTCG within 3 - 4 weeks]</i>		

* Original document to be presented
