



Royal Thai Embassy in Abuja

Document checklist for Thai visa application

1. The following documents are required and must be arranged in the following order.
2. Documents in languages other than English must be translated into English. Incomplete application will lead to visa refusal.
3. Any fake documents or false statements will result in visa refusal or the cancellation of a visa already granted and may also render the applicant liable to prosecution under the laws.

Required documents		Please mark ✓
Pre-requisite documents		
-	Original current and previous passports (<u>see remark a. for further details</u>)	
1.	Application forms (<u>see remark b. for further details</u>) with this document checklist form completely filled and signed by the applicant	
2.	A copy of the passport data page and a copy of every previous Thai visa and immigration stamp on the current and immediate previous passport	
3.	An original certificate of police clearance (<u>see remark c. for further details</u>)	
4.	A copy of drug clearance certificate (<u>see remark d. for further details</u>)	
5.	A copy of resident permit (<u>see remark e. for further details</u>)	
Proof of profession		
6.	Introduction letter from applicant's employer (<u>see remark f. for further details</u>)	
Proof of financial status		
7.	Bank statement (<u>see remark g. for further details</u>)	
Proof of accommodation/residence in Thailand		
8.	Reservation of an accommodation (<u>see remark h. for further details</u>)	
9.	Reservation of the return air tickets (<u>see remark i. for further details</u>)	
Documents relating to the purpose of visit/category of visa		
10.	Please carefully study <u>remark j.</u> for further details	

I have thoroughly read the visa regulations on www.thaiembassyinigeria.com and I am fully aware that

1. Certificate of Yellow Fever Vaccination is required upon entering Thailand.
2. Visa fee is non-refundable and all submitted application documents will not be returned whether my visa is granted or refused.
3. Visa does not guarantee entry into Thailand. The Thai Immigration Bureau has the complete authority to authorize or deny admission to Thailand.

The applicant's signature _____

(_____)

Date of submission ____ / ____ / ____



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Remarks	Detailed requirements
a.	<ol style="list-style-type: none"> 1. Current passport must be valid for not less than 6 months from the date of arrival in Thailand. 2. The applicant is also required to submit their immediate previous passport. In case the previous passport has been lost, the original police report on lost passport must be provided.
b.	<ol style="list-style-type: none"> 1. One original application form and additional three copies are required. 2. Four photographs, taken within the last six months, must be affixed to all application forms (both original and copies)
c.	<ol style="list-style-type: none"> 1. All applicants who have residence in Africa are required to submit a police clearance certificate from the authority in the country where they have residence. 2. Police clearance certificate must be original and issued for not more than one year from the date of application. A copy of a police clearance will not be accepted unless duly legalized by Abuja-based Embassy/High Commission of the applicant's nationality.
d.	<ol style="list-style-type: none"> 1. This requirement is applicable for only Nigerian nationals. 2. The certificate must be issued by the National Drug Law Enforcement Agency of Nigeria (NDLEA) not more than one year from the date of application.
e.	The Royal Thai Embassy in Abuja receives visa application from nationals from nine countries; Nigeria, Benin, Cameroon, Chad, Republic of the Congo, Central African Republic, Equatorial Guinea, Ghana, and São Tomé and Príncipe.
f.	<ol style="list-style-type: none"> 1. <u>If you are employed</u> – Letter of reference from the company which you are employed stating your position, present salary, duration of work, purpose of visit, duration of stay, and address in Thailand as well as contact details of your employer etc. The letter must be signed by the company's director. The letter and signature must be original. Scanned copy will not be accepted. The following documents must be attached with the letter; (1) a copy of the employer's company registration certificate with the name list of the company's directors (2) a pay/salary slip or proof of applicant's income (3) a copy of company tax clearance certificate and (4) a copy of an official document showing the specimen signature of person who signs the letter, for example, a copy of a passport data page etc. 2. <u>If you are self-employed</u> – Letter of introduction signed by yourself stating your position, current monthly income, duration of work, purpose of visit, duration of stay and address in Thailand as well as contact details of your business entity. The letter and signature must be original. Scanned copy will not be accepted. The following documents must be attached with the letter; (1) a copy of the company registration certificate (2) a pay/salary slip or proof of applicant's income (3) a copy of company/personal tax clearance certificate and (4) a copy of an official document showing the specimen signature of the person who signs the letter, for example, a copy of a passport data page etc. 3. <u>If you are unemployed or a student</u> – Letter of reference from a guarantor/parents, stating the relationship with the applicant, guarantor/parent's job position, present salary, duration of work, purpose of the applicant's visit, duration of stay and address in Thailand, referee's contact details as well as financial commitment statement to sponsor applicant's trip in Thailand etc. The letter and signature must be original. Scanned copy will not be accepted. <ul style="list-style-type: none"> - If a guarantor/parent is employed, please provide and attach documents according to Remark f. 1. - If a guarantor/parent is self-employed, please provide and attach documents according to Remark f. 2. - A parental consent letter is required for an applicant aged under 20 years old.
g.	<ol style="list-style-type: none"> 1. <u>If your trip is self-sponsored</u> – Your own bank statement for the last 6 months issued by the authorized bank officer/manager. The applicant is required to have a fund of equivalent 200 USD for each day staying in Thailand. The equivalent amount of 800 USD is a minimum requirement. 2. <u>If your trip is sponsored by someone else</u> – The bank statements of both yourself and your sponsor for the last 6 months issued by the authorized bank officer/manager. The applicant is required to have a fund of an equivalent 200 USD for each day staying in Thailand. The equivalent amount of 800 USD is a minimum requirement.
h.	<ol style="list-style-type: none"> 1. <u>If you stay in a hotel</u> – Hotel reservation to cover the entire stay in Thailand with address and telephone number. 2. <u>If you don't stay in a hotel</u> – Proof of accommodation to cover the entire stay in Thailand with name of the property owner, address and telephone number, e.g. the rent contract or a letter from an inviting person who allows you to stay with.
i.	The evidence of confirmed return air tickets together with the evidence of its payment.
j.	<p><u>To travel in Thailand</u> – Please apply for Tourist visa (TR)</p> <p>(1) Travel itinerary indicating travel programs, places to visit, and other relevant documents, for example, a tour package reservation, entrance e-tickets</p> <p><u>To conduct business/meet business partners in Thailand</u> – Please apply for Non-immigration B visa (Non-B)</p> <p>(1) Invitation letter from the company in Thailand detailing the nature of business, number of visits, purpose of each visit, date of each visits, and the duration of each stay in Thailand. The letter must be signed by the authorized managing director and affixed the seal of the company. The letter and signature must be original. Scanned copy will not be accepted. Please note that the inviting company must be a direct business partner, not a shipping company, trade agency, or any indirect business partners.</p> <p>(2) A copy of passport data page of the person who signs the letter.</p> <p>(3) Copy of business registration certificate of the inviting company with the name list of the company's directors issued by the Department of Business Development, Ministry of Commerce of Thailand.</p> <p><u>To be employed in Thailand</u> – Please apply for Non-immigration B visa (Non-B)</p> <p>(1) Letter from the employer attached with a copy of passport data page of the authorized managing director who signs the letter.</p> <p>(2) Duly signed employment contract indicating the position, period of employment, and the offered salary.</p> <p>(3) Copy of business registration of the employer company with the name list of the company's directors issued by the Department of Business Development, Ministry of Commerce of Thailand</p> <p>(4) Letter of approval from the Ministry of Labour (in case you are newly recruited) or a copy of work permit (in case you are a current employee)</p>



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j. (continued)	<p><u>To study in Thailand</u> – Please apply for Non-immigration ED visa (Non-ED)</p> <p>- <u>If you are a newly recruited student</u></p> <ol style="list-style-type: none"> (1) Letter of acceptance from the receiving school/university or institute in Thailand signed by the authorized person. The letter must be attached with a copy of passport/ID card of the one who signs the letter. (2) A copy of school/ university registration certificate/license of the receiving school/university in Thailand. This requirement is applicable for only private school/university in Thailand. (3) Letter of approval from the Ministry of Education of Thailand. (4) Letter of sponsorship or letter of self-sponsorship, please refer to remark g. for further details. (5) A copy of course syllabus (6) Copy of the latest degree certificate and transcript of your previous institution <p>- <u>If you are a current student</u></p> <ol style="list-style-type: none"> (1) A letter certifying student status from the receiving school/university or institute in Thailand signed by the authorized person. The letter must be attached with a copy of passport of the one who signs the letter. (2) A copy of school/ university registration certificate/license of the receiving school/university in Thailand. This requirement is applicable for only private school/university in Thailand. (3) Letter of sponsorship or letter of self-sponsorship (4) Copy of transcript (in case of normal curriculum) or attendance record (in case of language school) <p><u>To attend conference/seminar/training in Thailand</u> – Please apply for Non-immigration ED visa (Non-ED)</p> <ol style="list-style-type: none"> (1) Invitation letter from the concerned agency/organization/company in Thailand. The letter must be signed by authorized person and affixed the seal of the inviting entity. The letter and signature must be original. Scanned copy will not be accepted. (2) A copy of a passport data page of the one who signs the letter. (3) Copy of entity registration certificate of the inviting agency/organization. If an inviting entity is a private company, the certificate must be issued by the Department of Business Development, Ministry of Commerce of Thailand. <p><u>To visit a family member in Thailand</u> – Please apply for Non-immigration O visa (Non-O)</p> <p>- <u>To visit a married Thai spouse</u></p> <ol style="list-style-type: none"> (1) An invitation letter from Thai spouse detailing relationship, career of the inviting spouse, contact number, and address of couple's residence. A copy of Thai ID card of the Thai spouse must be attached. (2) A copy of a Thai marriage certificate (3) The equivalent amount of not less than 15,000 USD is required to be in a deposit/saving account in 6 six-month period. <p>- <u>To visit a child with an unmarried or divorced Thai spouse</u></p> <ol style="list-style-type: none"> (1) A reference letter from the unmarried/divorced Thai spouse detailing, career of the inviting spouse, relationship, contact number, and address of couple's residence. A copy of Thai ID card of the spouse must be attached. (2) A copy of a Thai birth certificate of the child. (3) The equivalent amount of not less than 15,000 USD is required to be in a deposit/saving account in 6 six-month period. <p>- <u>To register marriage with a Thai citizen</u> please apply for tourist visa</p> <p><u>To seek medical treatment in Thailand</u> – Please apply for Medical visa (MT)</p> <p>- <u>For a traveler who has no medical record in Thailand</u></p> <ol style="list-style-type: none"> (1) A medical certificate/record from a hospital in the applicant's country with doctor's recommendation to seek medical treatment in Thailand. Name and contact details of the doctor in charge of the applicant's case must be included in the said certificate/record. (2) A proof of funds in the applicant's bank statement in the amount according to Remark g. <p>- <u>For a traveler who has medical record in Thailand</u></p> <ol style="list-style-type: none"> (1) An appointment letter from a hospital in Thailand with doctor's recommendation to follow up medical treatment in Thailand. Name and contact details of the hospital personnel in charge of the applicant's case must be included in the said certificate/record. (2) A proof of funds in the applicant's bank statement in the amount according to Remark g. <p>- <u>For patients with emergency case of serious illness</u> Please contact the Embassy</p> <p><u>To transit in Thailand</u> – Please apply for Transit visa (TS)</p> <ol style="list-style-type: none"> (1) An evidence of a confirmed air ticket to the third country with Thailand as a transit port. (2) A copy of a valid visa to the country of destination. <p><u>To assume duties in diplomatic mission in Thailand</u> – Please apply for Diplomatic visa (D)</p> <ol style="list-style-type: none"> (3) Note Verbale/official letter from the Ministry of Foreign Affairs or relevant government agency or international organization (4) The applicant is exempted from submitting documents number 4-10 on the first page. <p><u>For other purpose of visits</u> Please contact the Embassy's Consular Section by email address: consular.abj@mfa.mail.go.th</p>