

## **Important notice**

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**1. The grant of any visa is at the sole discretion of the Royal Thai Consulate-General, Qingdao. The Consulate-General reserves the right to rejecting visa application without providing reasons.**

**2. Insufficient documents will affect the visa granting. Applicants should make sure that all documents required for each type of visa as specified underneath are provided.**

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## Checklist for visa application submission to the Royal Thai Consulate-General, Qingdao

Visa type	Purpose of visit	Supporting documents	Fee	Note
<b>Transit (TS)</b>	To transit to third country or the person in charge or crew of a conveyance coming to a station or area in the kingdom	<ol style="list-style-type: none"> <li>1. Travel booking confirmation to Thailand and third country (visa of the third country if required)</li> <li>2. Financial evidence : bank statement with minimum balance of 2,000 RMB (applicant who is a ship's crew can submit a guarantee letter issued by applicant's local company or from the vessel's company in Thailand)</li> <li>3. Proof of accommodation in Thailand e.g. hotel reservation receipt (in case of stopover)</li> <li>4. Traveling plan (for applicant who wishes to do sport activities)</li> </ol>	190 RMB (will be permitted to stay for 30 days)	
<b>Transit (S)</b>	To do sport activities			
<b>Tourist (TR) (Single Entry)</b>	Tourism	<b>For Chinese Citizens</b>	240 RMB (will be permitted to stay for 60 days)	
		<ol style="list-style-type: none"> <li>1. Travel booking confirmation (round-trip)</li> <li>2. Proof of accommodation in Thailand e.g. hotel reservation receipt (indicating applicant's name and hotel tax no.)                             <ul style="list-style-type: none"> <li>- For Thai national inviter, please submit inviter's ID card copy, invitation letter.</li> <li>- For Non- Thai national inviter, please submit inviter's copy of passport, visa and invitation letter.</li> </ul> </li> <li>3. Bank guarantee certificate of minimum balance 4,000 RMB frozen covering the period after the applicant completes the trip to Thailand (at least 30 days)</li> </ol> <p>*For children who travel with parents, please submit a copy of birth certificate of the child and a parental guarantee letter (indicating the child name, his/ her passport number and a relationship between a child and a guarantor, as well as indicating that a guarantor will be responsible for all expense in Thailand and will take him/her back to the Mainland)</p> <p>** Invitation letter must indicate the information of both inviter and invitee, address of accommodation, duration of stay and contact.</p>		

		<p style="text-align: center;"><b>For foreigners</b></p> <p><b>Please note that the Royal Thai Consulate-general, Qingdao will only accept visa application from individual(s) with residence permit in China, providing that the residence permit remains valid after completing the trip to Thailand.</b></p> <ol style="list-style-type: none"> <li>1. Travel booking confirmation (round-trip)</li> <li>2. Proof of accommodation in Thailand e.g. hotel reservation receipt (indicating applicant's name and hotel tax no.)</li> <li>3. Bank statement of last two months with minimum balance of 4,000 RMB</li> <li>4. Guarantee letter from the applicant's local guarantor, indicating the applicant's name, passport number and purpose of travel to Thailand.</li> <li>5. A copy of applicant's residence permit in People's Republic of China. The permit should be valid until the applicant completes the trip to Thailand.</li> </ol>		
<p><b>Multiple Entry Tourist Visa (METV)</b></p>	<p>Tourism</p>	<ol style="list-style-type: none"> <li>1. Certificate of minimum balance 50,000 RMB frozen for at least 6 months (covering the period of stay in Thailand)</li> <li>2. Guarantee letter from the applicant's company/employer, indicating the applicant's name, passport number, purpose of traveling and the person who will be responsible for all expenses in Thailand as well as ensuring that the applicant will return to the Mainland on time.</li> <li>3. Travel booking confirmation (round-Trip)</li> <li>4. Proof of accommodation in Thailand e.g. hotel reservation receipt (indicating applicant's name hotel tax no.) (first entry)</li> <li>5. Traveling plan.</li> </ol>	<p style="text-align: center;">1,200 RMB ( valid for a period of 6 months and the applicant will be permitted to stay for 60 days per entry )</p>	

<p><b>Non Immigrant B</b></p>	<p>Working/Non curricular Internship</p>	<ol style="list-style-type: none"> <li>1. Guarantee letter from the applicant's company or employer. The letter should state the applicant's name, position, contact details, purpose and duration of proposed stay (Not required for unemployed applicant)</li> <li>2. A valid Work Permit of current company or an approval letter from the Ministry of Labour of Thailand (WP3)</li> <li>3. Invitation letter from company/business partners in Thailand indicating duration of proposed stay  * The letter must be signed by the person whose name is listed on the board list. If the letter is signed by Thai national please submit a copy of his/her ID card with signature, if the letter is signed by foreigner, a copy of his/her valid working permit and a copy of passport and visa are required.</li> <li>4. A copy of official document regarding inviter in Thailand issued by Thai authorities, issued not more than 6 months which includes: <ul style="list-style-type: none"> <li>- list of shareholders</li> <li>- business registration and business license - company profile</li> <li>- balance sheet and statement of taxes</li> <li>- percent of foreigners employed in the hiring company</li> </ul> These documents must be affixed with official seal at every single page.</li> <li>5. Criminal record and certificate of highest education notarized by notary office and approved by Office of Foreign affair, issued not more than 6 months.</li> <li>6. Travel booking confirmation</li> </ol> <p>**For visa applicant who is unemployed in China, work contract and resume are required.</p> <p>***For visa applicant who intends to work as teacher, must submit invitation letter of either the Educational Service Area, Ministry of Education of Thailand or Ministry of Higher Education, Science, Research and Innovation or the Office of the Private Education commission. Institution Registration, Work contract and resume are required.</p>	<p>480 RMB  (will be permitted to stay for 90 days)</p>	
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<p><b>Non Immigrant B</b></p>	<p>To conduct business activities or Investment</p>	<ol style="list-style-type: none"> <li>1. Invitation letter* from company/business partners in Thailand with a registered capital not less than 2 million THB or Evidence showing ownership of a condominium/deposit in Thai bank or Thai Government bond with face value not less than 3 million THB * The letter must indicate total duration of stay and must be signed by the person whose name is listed on the board list. If the letter is signed by Thai national please submit a copy of his/her ID card with signature, if the letter is signed by foreigner, a copy of his/her valid working permit and a copy of passport and visa are required.</li> <li>2. A copy of official document regarding inviter in Thailand issued by Thai authorities, issued not more than 6 months which includes: <ul style="list-style-type: none"> <li>- list of shareholders</li> <li>- business registration and business license - company profile</li> <li>- balance sheet and statement of taxes</li> <li>- percent of foreigners employed in the hiring company</li> </ul> These documents must be affixed with official seal at every single page.</li> <li>3. Travel booking confirmation</li> <li>4. A bank statement in the last six months with a minimum balance of 500,000 THB.</li> <li>5. Criminal record and certificate of highest education notarized by notary office and approved by Office of Foreign affair, issued not more than 6 months.</li> </ol>	<p>480 RMB (will be permitted to stay for 90 days)</p>	
<p><b>Non Immigrant IB</b></p>	<p>To work on investment projects which are under the auspices of the Board of Investment of Thailand (BOI)</p>	<ol style="list-style-type: none"> <li>1. Guarantee letter from the applicant's company or employer. The letter should state the applicant's name, position, contact details, purpose and duration of proposed stay.</li> <li>2. An approval letter from the Board of Investment of Thailand (BOI)</li> <li>3. Invitation letter from company/business partners in Thailand * The letter must be signed by the person whose name is listed on the board list. If the letter is signed by Thai national please submit a copy of his/her ID card with signature, if the letter is signed by foreigner, a copy of his/her valid working permit and a copy of passport and visa are required.</li> <li>3. A copy of official document regarding inviter in Thailand issued by Thai authorities, issued not more than 6 months which includes: <ul style="list-style-type: none"> <li>- list of shareholders</li> <li>- business registration and business license - company profile</li> <li>- balance sheet and statement of taxes</li> <li>- percent of foreigners employed in the hiring company</li> </ul> These documents must be affixed with official seal at every single page.</li> <li>4. Travel booking confirmation</li> <li>5. Criminal record and certificate of highest education notarized by notary office and approved by Office of Foreign affair, issued not more than 6 months.</li> </ol>	<p>480 RMB (will be permitted to stay for 90 days)</p>	

<p><b>Non Immigrant ED</b></p>	<p>To attend seminar or training courses organized by government , state enterprise or International organization.</p>	<ol style="list-style-type: none"> <li>1. Dispatch/Guarantee letter from company /official organization</li> <li>2. Invitation letter from official authorities in Thailand</li> <li>3. Travel booking confirmation</li> <li>4. Training course details</li> </ol>	<p>480 RMB ( will be permitted to stay for 90 days )</p>	
<p><b>Non Immigrant ED</b></p>	<p>To study in Thailand</p>	<ol style="list-style-type: none"> <li>1. Guarantee letter <ul style="list-style-type: none"> <li>- Case 1. If the applicant applies to study in Thailand through an agency, please submit a guarantee letter from the applicant's local guarantor. The letter should state the applicant's name and purpose of the applicant's travel to Thailand.</li> <li>- Case 2. If not through any agencies, for student less than 18 years old please submit a guarantee letter from applicant's parents.</li> </ul> </li> <li>2. Letter confirming enrollment details from the educational institution in Thailand (indicating the applicant's name, duration and courses of study) In case the letter is not signed by university president or school director, please submit a letter of appointment and a copy of the authorized person's identification card.</li> <li>3. Letter of approval from Ministry of Education of Thailand or local Education Bureau.</li> <li>4. Letter of request for <b>visa issuing</b> (<i>not visa type changing</i>) from school or university in Thailand signed by university president or school director attached with a copy of identification card. Also, the official document indicates the assignment of the person's authority as university president or school director.</li> <li>5. Certificate of minimum balance 50,000 RMB frozen for at least 6 months.</li> <li>6. Course Syllabus</li> <li>7. Travel booking confirmation</li> <li>8. Criminal record and a certificate of highest education notarized by notary office and approved by Office of Foreign affair, issued not more than 6 months</li> </ol> <p>* If educational institution is private school or language school, please prepare a copy of school registration and school license along with tuition fee receipt.</p>	<p>480 RMB ( will be permitted to stay for 90 days )</p>	

<b>Non Immigrant F</b>	To attend official meeting or official business in Thailand	<ol style="list-style-type: none"> <li>1. Dispatch letter from official organization</li> <li>2. Invitation letter from official authorities in Thailand</li> <li>3. Travel Booking Confirmation (Round-trip)</li> </ol>	480 RMB (will be permitted to stay for 90 days)	
<b>Non Immigrant O</b>	To visit or accompany relatives in Thailand	<ol style="list-style-type: none"> <li>1. Letter of invitation from person of reference in Thailand (only immediate relatives including spouses and children)            * If the person of reference is Thai, submits a copy of his/her Identification card or passport. If the person of reference is non-Thai, please submit a copy of passport, visa and work permit invitation letter.</li> <li>2. Official proves or evidence and an original certificate issued by official authorities to indicate the relationship of the applicant and the person of reference (relatives) in Thailand such as the residence booklet, birth certificate of the child or marriage certificate. (These certificates must be notarized by notary office and approved by Office of Foreign affair, issued not more than 6 months)</li> <li>3. Travel booking confirmation</li> <li>4. Certificate of minimum balance 50,000 RMB frozen for at least 6 months.</li> </ol>	480 RMB (will be permitted to stay for 90 days)	
<b>Non Immigrant O-A</b>	To long term - stay in Thailand (not more than 1 year each) only for applicant aged 50 years or over.	<ol style="list-style-type: none"> <li>1. Original passport valid for more than 18 months</li> <li>2. Retirement certificate</li> <li>3. An original certificate of no criminal record notarized by notary office and approved by Office of Foreign affairs within 3 months</li> <li>4. China or Thai bank statement or evidence of adequate finance showing a deposit of the amount equal to and not less than 800,000 Baht or an income certificate with a monthly income of not less than 65,000 Baht, or a deposit account plus a monthly income totaling not less than 800,000 Baht. In the case of submitting a bank statement, a letter of guarantee from the bank</li> <li>5. Medical certificate showing no prohibitive diseases (Leprosy, Tuberculosis, drug addiction, Elephantiasis, third phase of Syphilis), certificate shall be valid for not more than 3 months. Certificate must be notarized by notary office and approved by Office of Foreign affairs not more than 3 months</li> <li>6. Health Insurance : the applicant must be medically insured for the entire period of stay in Thailand covering Covid-19 disease with the total sum insured of not less than 100,000 USD or 3,000,000 THB.            The applicant must submit the following:           <ol style="list-style-type: none"> <li>6.1. <u>Health insurance policy document</u> issued by a Thai or foreign insurance company, stating that the applicant is medically insured for the period and with coverage as mentioned above:               <ol style="list-style-type: none"> <li>(a) In case of a foreign insurance company, the applicant must submit the original insurance policy document with 2 copies;</li> <li>(b) In case of a Thai insurance company, the applicant must submit 2 copies of the insurance policy document or, if available, the original insurance policy document with 2 copies. A list of Thai insurance companies participating in the scheme can be found here: <a href="http://longstay.tgia.org">http://longstay.tgia.org</a></li> </ol> </li> </ol> </li> </ol>	1,200 RMB	<b>Applicant must be having the nationality of or permanent residence in the country where application is submitted.</b>

		6.2. <u>Foreign Insurance Certificate</u> as stipulated by the Office of Insurance Commission and Health Insurance of Thailand, which must be completed, signed and stamped by the insurance company. The form can be downloaded here: <a href="http://longstay.tgia.org/document/overseas_insurance_certificate.pdf">http://longstay.tgia.org/document/overseas_insurance_certificate.pdf</a>		
<b>Diplomatic</b>	Only for diplomatic or official passport holders who will assume duties in Diplomatic Mission or International Organization in Thailand or who will enter Thailand on official duty	Note Verbal and/or documents issued by the government or international organization, certifying the identity of the person concerned and his/her purposes while visiting the Thailand.	Free of charge	
<b>Official</b>	For those who will enter Thailand on official duty or as guest of the Thai government or other			
<b>Courtesy</b>				

### Remarks

- Applicant must apply online application through [www.thaievisa.go.th](http://www.thaievisa.go.th).
- The Consulate-General only accepts documents either in Thai or English.
- Local/Company letter must include official letterhead of the company/school and affix with official seal.
- **The Royal Thai Consulate-General, Qingdao reserves the right to require additional documents or interview the applicant.**
- **Permission to enter into Thailand and the length of stay are subjected to the discretion of the Immigration Bureau.**
- For further information please visit Royal Thai Consulate-General Qingdao website at [www.thaiembassy.org/qingdao](http://www.thaiembassy.org/qingdao) or email to [visa.tao@mfa.go.th](mailto:visa.tao@mfa.go.th)
- Address of the Royal Thai Consulate-General Qingdao: Unit 1504-1505, 15<sup>th</sup> floor Shangri-La Centre, Xiang Gang Zhong Road, Shi Nan District, Qingdao, Shandong, China 266071  
Tel: 0532-68870038/ 0532-68877039 Fax: 0532-68877036



# Tips for filling out student visa form Non-ED



1. To avoid unnecessary delay in the process. Make sure documents uploaded correspond with the form.

2. In some sections, more than one document may be required. Since you can only upload one single file to each section, it is highly recommended that you scan all relevant documents for each section into ONE file in PDF format. See bubbles below for details:

Supporting Documents

1 Check Your Eligibility 2 Applicant Information 3 Travel Information 4 Supporting Documents

Support Document (JPG, JPEG, PDF file, Limit Size is 3 MB)

1. Biodata page of Passport or Travel Document +

Document-1.jpg

2. Photograph \*taken within the last six months. If the photograph is taken in Thailand +

Document-10.jpg

3. Declaration +  
Download declaration

Drag and drop file or browse from computer

No 3: Upload a pdf file containing:  
(1) Declaration (2) financial statement  
(3) For student less than 18 years old please submit a guarantee letter from applicant's parents.

No 4: Upload a pdf file containing:  
(1) Letter confirming enrollment details from the educational institution in Thailand  
(2) Letter of request for visa issuing from school or university in Thailand signed by university president or school director attached with a copy of identification card.  
(3) Graduation certificate and a certificate of highest education notarized by notary office and approved by Office of Foreign affair, issued not more than 6 months

No 5: Upload a pdf file containing:  
(1) University registration certificate  
(2) flight itinerary (3) 6-month bank statement with minimum balance 50,000 RMB

4. Letter confirming enrollment details from school signed by authorized person together with a copy of ID card or passport of the signer +

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5. Academic certificate from previous education level +

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6. University's registration certificate +

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7. Applicant is required to upload his/her passport pages which contain all travel records for the past 12 months (1 year) since the last international trip. +

Drag and drop file or browse from computer

No 7: Upload a pdf file containing ALL passport pages (for Chinese passport, all 47 pages must be uploaded)

8. Applicant must apply for e-Visa via specific Embassy/Consulate conforming with his/her consular jurisdiction and residency. Applicant is required to upload document that can verify his/her current residency. +

Drag and drop file or browse from computer

9. Please upload your picture holding the photo and information page of the passport. +

Drag and drop file or browse from computer

Back Save Done

No 8: Upload a pdf file of an ID card

Make sure all documents uploaded to section 1-9 are correct before clicking "Done" to submit the form

For more information please visit the Royal Thai Consulate-General in Qingdao's website



# Tips for filling out business visa form



## Non-B

Supporting Documents

1 Check Your Eligibility 2 Applicant Information 3 Travel Information 4 Supporting Documents

Support Document (JPG, JPEG, PDF file, Limit Size is 3 MB)

1. Biodata page of Passport or Travel Document \*

Document-1.jpg

2. Photograph \*taken within the last six months. If the photo is taken in Thailand \*

Document-10.jpg

3. Declaration \*

Download declaration

Drag and drop file or browse from computer

4. Business registration and business license of the hiring company in Thailand \*

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5. Company profile or details for business operation \*

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6. Letter confirming employment details from an employer in Thailand signed by authorized person \*

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7. A copy of ID card or passport of the signer (authorized person who signed the employment letter) \*

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8. WP3 (An approval letter from the Ministry of Labour) In case that visa applicant is currently working in a company in Thailand and need to renew Non-B visa, a work permit will be required instead of WP3. \*Japanese is waived from the requirement to submit WP3 \*

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9. Applicant is required to upload his/her passport pages which contain all travel records for the past 12 months (1 year) since the last international trip. \*

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10. Applicant must apply for e-Visa via specific Embassy/Consulate conforming with his/her consular jurisdiction and residency. Applicant is required to upload document that can verify his/her current residency. \*

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11. Please upload your picture holding the photo and information page of the passport. \*

Drag and drop file or browse from computer

Back Save Done

1. To avoid unnecessary delay in the process. Make sure documents uploaded correspond with the form.

2. In some sections, more than one document may be required. Since you can only upload one single file to each section, it is highly recommended that you scan all relevant documents for each section into ONE file in PDF format.

See bubbles below for details:

No 3: Upload a pdf file containing:  
(1) Declaration (2) Certificate of no criminal record (3) certificate of highest education notarized by notary office and approved by Office of Foreign affair, issued not more than 6 months.

No 4: Upload a pdf file containing a copy of official document regarding inviter in Thailand issued by Thai authorities, issued not more than 6 months which includes:  
(1) list of shareholders (2) business registration and business license (3) company profile (4) percent of foreigners employed in the hiring company These documents must be affixed with official seal at every single page.

No 5: Upload a pdf file containing hiring company's balance sheet and statement of taxes (ก.พ.๒๐+ก.ง.๑.๕๐)

No 6: Upload a pdf file containing  
(1) employment contract (2) flight itinerary

No 7: Upload a business invitation letter  
\* The letter must indicate total duration of stay and must be signed by the person whose name is listed on the board list. If the letter is signed by Thai national please submit a copy of his/her ID card with signature, if the letter is signed by foreigner, a copy of his/her valid working permit and a copy of passport and visa are required.

No 9: Upload a pdf file containing ALL passport pages (for Chinese passport, all 47 pages must be uploaded)

No 10: Upload a pdf file of an ID card

Make sure all documents uploaded to section 1-9 are correct before clicking "Done" to submit the form

For more information please visit the Royal Thai Consulate-General in Qingdao's website

