

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

