

## COMMON MISTAKES WHEN APPLYING FOR THAI E-VISAS

Please exercise extra caution in completing e-Visa applications to avoid any possible mistakes, which could lead to cancellation or rejection of the applications. Application processing fee (visa fee) will NOT be refunded in either case.

<b>DON'T (s)</b>	<b>WHAT YOU SHOULD DO</b>
<p><b>Type of passport</b></p> <ul style="list-style-type: none"> <li>If you are not a government officer, <b>DO NOT</b> choose "Official/Service Passport"; instead, choose "Ordinary Passport".</li> </ul>	<ul style="list-style-type: none"> <li>Please exercise extra caution in choosing the right type of passport. You shall choose "Ordinary Passport" in most cases (unless being an government officer and thus holder of "Official/Service Passport"- in Czech "Služební Pas").</li> </ul>
<p><b>Full name</b></p> <ul style="list-style-type: none"> <li><b>Don't</b> misspell your own name</li> <li>Your name (including special characters) must be spelled exactly as it appears in the machine-readable zone (MRZ) at the bottom of the biographic data page of your passport.</li> <li><b>Don't</b> leave out any parts of your full name. <i>Example: if your full name is Antonius Maria Josef van de Bangkok, please fill in the entire name:</i> <i>First name: Antonius</i> <i>Middle name: Maria Josef</i> <i>Family name: van de Bangkok</i></li> <li><b>Don't</b> fill in an online application form with a different name from the one on the passport. <i>Example: If your first name is Robert, you have to fill in Robert, NOT Rob or Bob. Please stick to the details in your passport that are compulsory for an e-Visa application.</i></li> </ul>	<ul style="list-style-type: none"> <li>Fill in your full name as appears in the machine-readable zone (MRZ) at the bottom of the biographic data page of your passport and check if it is correctly spelled.</li> </ul>

- **Don't** fill in with **initial(s)**.
- **Don't** use **AUTOFILL** without doublechecking because autofill may alter your personal information and it could lead to rejection due to wrong personal information. If you use AUTOFILL, doublecheck the personal information before saving.
- **Don't** use "-" or "N/A" or "X" or anything to indicate that you do not have that part of the name. Just leave that field blank.  
*Example: if you do not have a middle name, in this case, please leave the middle name field blank.*
- **Don't** miss out **space** when there is space.  
*Example: if your family name is Johan Wilk, you must fill in Johan Wilk (with space between Johan and Wilk, NOT Johanwilk).*

**IMPORTANT**

- Simple mistake(s) could lead to rejection of your application. The visa processing fees will **NOT** be refunded.
- The Embassy **CANNOT** edit your personal details for you.
- With a wrong full name, even if the Embassy had granted you a visa, you may encounter difficulties at the immigration checkpoints when you enter Thailand.

**Number or Alphabet ?? – in your passport number**

- **Don't** mistake between:  
"0" (zero/number) and "O" (letter)  
"8" (eight/number) and "B" (letter)  
"5" (five/number) and "S" (letter)

- Please make sure you type in a correct passport number.

<p><b>IMPORTANT</b></p> <ul style="list-style-type: none"> <li>• Simple mistake(s) could lead to cancellation/rejection of your application. The visa processing fees will <b>NOT</b> be refunded.</li> <li>• The Embassy <b>CANNOT</b> edit your personal details for you.</li> <li>• With a wrong passport number, even if the Embassy had granted you a visa, you may encounter difficulties at the immigration checkpoints when you enter Thailand.</li> </ul>	
<p><b>Title</b></p> <ul style="list-style-type: none"> <li>• <b>Don't</b> choose title "Mr." for male minor (boy) applicant <u>under 15 years old</u>, please choose "Master" instead. <b>Don't</b> choose title "Mrs." for female minor applicant, please choose "Miss" instead.</li> </ul>	<ul style="list-style-type: none"> <li>• Kindly pay attention to choose the correct "Title" when filling the e-visa application. If the applicant is a male minor (boy) under 15 years old, please choose "Master" (not Mr). For female minor kindly choose the title "Miss" (nor Mrs).</li> </ul>
<p><b>Supporting documents</b></p> <ul style="list-style-type: none"> <li>• <b>Don't</b> submit supporting documents for your own satisfaction BUT as requested or indicated in the application system.</li> <li>• <b>Don't</b> submit financial evidence showing an unreasonable balance for a person to stay abroad. The financial evidence must show sufficient amount to cover the whole intended period of stay in Thailand.</li> </ul> <p><b>IMPORTANT</b></p> <ul style="list-style-type: none"> <li>• Failure to submit all required documents could result in further <b>delay</b> or <b>cancellation/rejection</b> of your application.</li> </ul>	<ul style="list-style-type: none"> <li>• If you haven't travelled or have no travel record for the past 12 months since the last international trip on your passport, please upload the latest travel stamp in your passport. If you have a new passport or you have no travel records at all, please upload signed written statement in English that you have no travel record in the passport.</li> <li>• Proof of residence can be either: National ID Card or biographic data page of your passport or Driving Licence (Czech nationals). Longterm or permanent residence or other evidence that proves you are legally residing in the Czech Republic (non-Czech nationals).</li> <li>• <b>Before starting the visa application process, please equip yourself with information by reading/watching:</b> User's manual:</li> </ul>

	<p><a href="https://thaievisa.go.th/static/English-Manual.pdf">https://thaievisa.go.th/static/English-Manual.pdf</a>  User's manual video clips:  <a href="https://thaievisa.go.th/video-user-manuals">https://thaievisa.go.th/video-user-manuals</a>  Visa Types</p>
<p><b>Email</b></p> <ul style="list-style-type: none"> <li>• <b>Don't</b> mistype your own email.</li> <li>• <b>Don't</b> use an email that is full or practically unreachable.</li> </ul> <p><b>IMPORTANT</b></p> <ul style="list-style-type: none"> <li>• All automatic communications between the e-Visa system and you are done through the email you provided. This includes the delivery of your visa once approved.</li> </ul>	<ul style="list-style-type: none"> <li>• Please check and make sure your email is correct.</li> </ul>
<p><b>"Photograph taken within the last six months"</b></p> <ul style="list-style-type: none"> <li>• <b>Don't</b> use a cropped photo from your passport.</li> </ul> <p><b>IMPORTANT</b></p> <ul style="list-style-type: none"> <li>• If the photograph does not reflect your current appearance, you may be refused to enter Thailand.</li> </ul>	<ul style="list-style-type: none"> <li>• Please submit proper passport photo <b>NOT</b> a photo cropped from your passport.</li> </ul>
<p><b>Nationality</b></p> <ul style="list-style-type: none"> <li>• Don't be confused about your nationality especially when you hold more than one nationality.</li> <li>• Your nationality at birth can differ from your nationality as appears on your passport.</li> </ul> <p><b>IMPORTANT</b></p> <ul style="list-style-type: none"> <li>• Mistake will lead to rejection of your application. Fee processing fee will <b>NOT</b> be refunded in any case.</li> <li>• The Embassy <b>CANNOT</b> edit your personal details for you.</li> </ul>	<ul style="list-style-type: none"> <li>• Please refer to the data in the passport you use to apply for an e-visa.</li> </ul>