

# **NON-IMMIGRANT VISA**

## **REQUIREMENTS**

This type of visa is issued to applicants who wish to enter Thailand for the following purposes:

- to conduct business / to work (category “B“)
- to study, to come on a work study tour or observation tour, to participate in projects or seminars, to attend a conference or training course, to study as a foreign Buddhist monk (category “ED“)
- to invest with the concurrence of the Thai Ministries and Government Departments concerned (category “IM“)
- to invest or perform other activities relating to investment, subject to provision of the established laws on investment promotion (category “IB“)
- to perform official duties (category “F“)
- to work as a film-producer, journalist or reporter (category “M“)
- to perform missionary work or other religious activities with the concurrence of the Thai Ministries or Government Departments concerned (category “R“)
- to conduct scientific research or training or teaching in a research institute (category “RS“)
- to undertake skilled work or to work as an expert or specialist (category “EX“)
- other activities (category “O“) as follows:  
to stay with the family, to perform duties for the state enterprise or social welfare organizations, to stay after retirement for the elderly, to receive medical treatment, to be a sport coach as required by Thai Government, to be a contestant or witness for the judicial process.

## **BASIC DOCUMENTS REQUIRED**

- Passport or travel document with validity not less than 6 months from arrival to Thailand. The validity of 18 months is required for one year visa application.
- Copy of passport or travel document.
- Visa application form completely filled out.
- 1 passport size photograph of the applicant, taken within the past six month.

- Evidence of adequate finance (20,000 Baht per person and 40,000 Baht per family). Applicant can submit such evidence in form of bank statement or printed-out statement from internet banking account (name of the account's owner, balance and date must be shown).
- Copy of return ticket or ticket reservation (to and out of Thailand).
- Copy of long-term residence or permanent residence for the Czech Republic (in case of foreigners).
- Additional documents according to purpose of visit (for more details, please see information bellow).

Consular officers reserve the rights to request additional documents as deemed necessary.

In the absence of a required document, a letter explaining the unavailability of such document must be provided.

Documents in foreign languages must be officially translated into Thai or English.

### **VISA FEE**

1,400 CZK per Single Entry Visa or 3,500 CZK per Multiple Entry Visa

- Visa fee shall be paid in cash when submitting visa application.
- Visa fee is refundable.
- Visa fee may be changed without prior notice.

### **VISA VALIDITY**

Single Entry and Multiple Entry Visas are usually valid for 3 months. However, Multiple Entry Visa could also be valid for one year upon request and discretion of the Embassy.

### **PERIOD OF STAY**

Period of stay is granted by an immigration officer upon arrival to Thailand. The holders of this type of visa are initially granted a period of stay in Thailand not exceeding 90 days unless otherwise instructed by the Office of Immigration Bureau.

### **EXTENSION OF STAY**

Those qualified persons can obtain an additional one year stay permit counting from the date of entry in the Kingdom pertaining to the Office of the Immigration Bureau's regulations on extension of stay. The extension of stay is at the discretion of the immigration officer.

Applicants wishing to stay longer than 90 days have to file their application at the Office of Immigration Bureau in Bangkok located on Government Center B, Chaengwattana Soi 7, Laksi, Bangkok 10210, Tel 0-2141-9889 (or at <http://www.immigration.go.th>).

## VISA CATEGORY "B"

**The applicants who wish to work in Thailand shall submit the following documents:**

- **Basic documents** (as shown above).
- **Original letter from the Thai company** indicating its intention to employ the applicant. The letter must be typed on the company letterhead and signed by an authorized managing director. The Embassy does not accept any copy or e-mail invitation letter.
- **Letter of approval from the Ministry of Labour.** To obtain this letter, the applicant's prospective employer in Thailand is required to submit Form WPS at the Office of Foreign Workers Administration, Department of Employment, Ministry of Labour, Tel: 02-2452745, or at the Provincial Employment Office in his or her respective province. More information is available at [www.doe.go.th/workpermit/index.html](http://www.doe.go.th/workpermit/index.html).
- **Copy of Work Permit issued by the Ministry of Labour** and alien income tax or Por Ngor Dor 91 (only in the case where applicant has previously worked in Thailand).
- **Corporate documents of the Thai company**, namely:
  - 1) business registration and business license
  - 2) list of shareholders
  - 3) company profile
  - 4) details of business operation
  - 5) list of foreign workers stating names, nationalities and positions
  - 6) map indicating the location of the company

7) balance sheet, statement of Income Tax and Business Tax (Por Ngor Dor 50 and Por Ngor Dor 30) of the latest year

8) value-added tax registration (Por Por 20).

*Note: All copies of company documents must be signed by Board of Directors or authorised managing director and affixed by the seal of the company !!!!*

- Document indicating the number of foreign tourists (for tourism business only), or document indicating export transactions issued by banks (for export business only).
- CV of the applicant.

**Foreigners who intend to take up employment as school teachers at the levels below university level in Thailand must submit the following documents:**

- Basic documents (as shown above).
- Letter of acceptance from employing institute or school in Thailand.
- Letter of approval from government agencies such as the Office of the Private Education Commission, the Office of the Basic Education Commission.
- Evidence of educational qualification such as diplomas or teaching certificates.
- School license or business registration, list of shareholders and school profile.
- CV of the applicant.
- A letter verification issued from the country of his or her nationality or residence stating that the applicant has no criminal record. The verification shall be valid for not more than three months and must be notarized by Ministry of Foreign Affairs, Czech Republic and must be officially translated into English.

*Note: In case an applicant is to work as a teacher in private schools/universities, the applicant must submit the institution's registration authorized by the Ministry of Education and also an official letter from the institution indicating the availability of a position for the applicant.*

An alien who receives a Non-Immigrant visa can work in Thailand once he or she is being granted a work permit. An alien in violation of the Immigration Act B.E.2522 (1979) concerning taking up employment without work permit or the Royal Decree B.E.2522 (1979) concerning holding employment in certain restricted occupations and professions shall be prosecuted and imprisoned or fined, or shall face both penalties.

**The applicants who wish to conduct business in Thailand shall submit the following documents:**

- **Basic documents** (as shown above).
- Letter from applicant's company indicating the applicant's position, length of employment, salary and purpose of visit to Thailand. The letter must be typed on the company letterhead (in English).
- Documents showing correspondence with business partners in Thailand.
- **Original letter of invitation trading or associated partners/companies in Thailand.** The letter must be typed on the company letterhead and signed by an authorized managing director. The Embassy does not accept any copy or e-mail invitation letter.
- **Corporate documents of the Thai company**, namely:
  - 1) business registration and business license
  - 2) list of shareholders
  - 3) company profile
  - 4) details of business operation
  - 5) map indicating the location of the company
  - 6) balance sheet, statement of Income Tax and Business Tax (Por Ngor Dor 50 and Por Ngor Dor 30) of the latest year
  - 7) value-added tax registration (Por Por 20).

*Note: All copies of company documents must be signed by Board of Directors or authorised managing director and affixed by the seal of the company !!!!*

- CV of the applicant.

## **VISA CATEGORY "ED"**

**The applicants who wish to study in Thailand shall submit the following documents:**

- Basic documents (as shown above).
- Letter from the school/university in the Czech Republic (in English).
- Letter of acceptance from school/university in Thailand (in Thai or English).
- In case of Thai private school/university copy of registration of the institution is required.

**The applicants who wish to enter Thailand with purposes of participating in a seminar, meeting, conference, or training course shall submit the following documents:**

- Basic documents (as shown above).
- Invitation letter from Thailand / Official note certifying the purpose of travel to Thailand.
- Employment letter of the applicant
- CV of the applicant.

### **VISA CATEGORY “IM” and “IB”**

- Basic documents (as shown above).
- Letter from Thailand’s Board of Investment of from Thailand’s Ministries or Government Departments concerned.

*Note: Non-Immigrant Visa Category “IB” is issued to foreign citizens employed to work on investment projects which are under the auspices of the Board of Investment of Thailand (BOI). Such projects must be involved in or bring benefit to Thailand in the following ways: Export-promotion; Increasing employment; Utilising local raw materials; Projects engaging the provinces; Encouraging technology transfer to Thai nationals. Not hindering existing domestic businesses.*

### **VISA CATEGORY “F”**

- Basic documents (as shown above).
- Official note certifying the purpose of visit from the Government Departments / Government Agencies / Embassies and Consulates / International Organizations / State Enterprises in Thailand.
- Employment letter of the applicant.

### **VISA CATEGORY “M”**

- Basic documents (as shown above).

- Official note certifying the purpose of travel to Thailand from the Ministries or Government Departments.
- Employment letter and copy of journalist pass/press card.

### **VISA CATEGORY “R“**

- Basic documents (as shown above).
- Official note certifying the purpose of travel to Thailand from the Ministries or Government Departments.

### **VISA CATEGORY “RS“**

- Basic documents (as shown above).
- Official note certifying the purpose of travel to Thailand from the Office of National Research council of Thailand.

### **VISA CATEGORY “EX“**

- Basic documents (as shown above).
- Official note certifying the purpose of travel to Thailand.

### **VISA CATEGORY “O“**

**The applicants who wish to stay with his/her Thai family members shall submit the following documents:**

- Basic documents (as shown above).
- Copy of Thai marriage certificate (in case of Czech marriage certificate official translation into English and Thai is required).
- Copy of passport and ID card of Thai spouse with his/her signature, date and statement from Thai spouse that they are still married.

**The applicants who wish to stay in Thailand where their parents or spouse are employed shall submit the following documents:**

- Basic documents (as shown above).

- Marriage Certificate officially translated into English or Thai (in case the applicant is spouse).
- Birth Certificate officially translated into English or Thai (in case the applicant is child).
- Copy of passport and ID card of parents or spouse with signature.
- Copy of all the documents showing that parents or spouse are legally working in Thailand including copy of work permit and copy of visa issued by the Thai authority. Supporting letter from parents´ or spouse´s employer in Thailand.

**The applicants who wish to work as volunteers for NGOs or other social welfare organizations shall submit the following documents:**

- Basic documents (as shown above.)
- Invitation letter from the organization.
- Organization´s registration.
- Employment letter.
- CV of the applicant.