

# **NON-IMMIGRANT VISA**

**!!! VISA APPLICATION SHALL BE SUBMITTED AT LEAST  
2 WEEKS BEFORE TRAVEL !!!**

## **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 of the Board of Investment of Thailand (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 or to work with NGOs and foundation, 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 / travel document with validity at least 6 months from arrival to Thailand. The validity of 18 months is required for one year visa application.
- Copy of passport / travel document data page.
- Copy of longterm or permanent residence in the Czech Republic (in case of foreigners).
- Visa application form completely filled.
- 1 passport size photograph of the applicant, taken within the past six months.
- Copy of return ticket (to and out of Thailand). In English language.
- Copy of hotel / accomodation reservation in Thailand. In English or Thai language.
- Evidence of adequate finance (15,000 CZK per person and 30,000 CZK 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). The bank documents must be in English or with official translation to English.
- Additional documents according to purpose of visit (for more details, please see information below).

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

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

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

## **VISA FEE**

1,600 CZK per Single Entry Visa or 4,000 CZK per Multiple Entry Visa

- Visa fee (exact amount) shall be paid in cash when submitting visa application.
- Visa fee is not refundable.
- Visa fee may be changed without prior notice.

## **VISA PROCEDURE**

**Visa application shall be submitted at least 2 weeks prior to the departure to Thailand!**

Visa application (required documents and visa fee) shall be submitted every working day between 9 to 12 hrs. at the Embassy: Romaina Rollanda 3, Prague 6.

**The Embassy does not accept visa application via mail or online!**

If the Embassy does not require any additional documents or information, the visa procedure may take 4 working days.

**The Embassy does not provide express visa service!**

The Embassy's holidays can be observed at:

<http://www.thaiembassy.cz/download.php?id=25>

## **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 applications at the Office of Immigration Bureau in Bangkok located on Government Center B, Chaengwattana Soi 7, Laksi, Bangkok 10210, Tel 0-2141-9889 (more information can be found at <http://www.immigration.go.th>.)

## VISA CATEGORY “B“

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

- **Basic documents** (see page 1-2).
- **CV** of the applicant. In English language.
- **Copy of education certificate/diploma.**
- **Supporting/sending letter from applicant’s employer** in English language (if the employee is sent to work in Thailand by his/her current employer) signed by member of the statutory body of the Czech company; signed copy of the signer’s ID card or passport; copy of the Extract from the Company’s Registry.
- **Original letter from the Thai company** stating the objective of the visit to Thailand and indicating its intention to employ the applicant. The letter must be typed on the company letterhead and signed by an authorized managing director. A signed copy of ID card or passport of the signer must be enclosed. In case the signer is a foreigner, a signed copy of his/her work permit in Thailand must also be submitted.

The Embassy does not accept any copy or e-mail invitation letter.

- Copy of **employment contract** indicating rationale for employing the applicant as well as his/her salary, position and qualifications (document must be signed by an authorized managing director and affixed by the seal of the company.)
- Document showing correspondence with trading partners / employer in Thailand.
- **Letter of approval from the Ministry of Labour** (To obtain this letter, the prospective employer in Thailand is required to submit Form WP3 at the Office of Foreign Workers Administration, Department of Employment, Ministry of Labour, Tel 02-2452745, 02-2453209 or at a Provincial Employment Office in the respective province. Further information is available at <http://wp.doe.go.th/sites/eng/index.html>.)
- **Copy of Work Permit issued by the Ministry of Labour** (only in case the applicant has previously worked in Thailand).
- **Copy of corporate documents of the Thai company**, namely:
  - 1) list of shareholders
  - 2) business registration and business license, certified by Ministry of Commerce not more than 6 months

- 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) Alien income tax return (Por Ngor Dor 91)
- 9) Value-added tax registration (Por Por 20)

*Note: All copies of company documents must be signed by Board of Directors and affixed by the seal of the company on every page !!!! A signed copy of the ID card or passport of the signer must be enclosed. In case the signer is a foreigner, a signed copy of his/her work permit in Thailand must also be submitted.*

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

- Basic documents (see page 1-2).
- CV of the applicant. In English language.
- Supporting/sending letter from applicant's employer in English language (if the employee is sent to work in Thailand by his/her current employer) signed by member of the statutory body of the Czech company/school/university; signed copy of the statutory body's passport or ID card; copy of the Extract from the Registry of the company/school/university.
- Letter of acceptance from employing institute or school in Thailand, signed copy of the ID card or passport of the signer. In case the signer is a foreigner, a signed copy of his/her work permit must also be submitted.
- **In case of public/governmental schools or universities** the letter of approval from Thai government agencies such as Ministry of Education, the Office of the Private Education Commission, the Office of the Basic Education Commission must be presented. (This does not apply for international/private universities. **In case of international/private schools shall contact the Embassy in advance to check if the letter of approval shall be presented.**)
- Evidence of educational qualification such as diplomas or teaching certificates.
- School license or business registration, list of shareholders and school profile.

*Note: All copies of school/university documents must be signed by Board of Directors and affixed by the seal of the institution on every page !!!! A signed copy of the ID card or passport of the signer must be enclosed. In case the signer is a foreigner, a signed copy of his/her work permit in Thailand must also be submitted.*

- 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, the 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, attending business meeting, company training, including the internship which is not a part of studying courses, shall submit the following documents:**

- **Basic documents** (as shown above).
- **CV** of the applicant. In English language.
- **Supporting/sending letter from applicant's company** in English language indicating the applicant's position, length of employment, salary, purpose and length of visit to Thailand signed by member of the statutory body of the Czech company; signed copy of the signer's ID card or passport; copy of the Extract from the Company's Registry.
- Documents showing correspondence with business partners in Thailand.
- **Original letter of invitation from trading or associated partners/companies in Thailand.** The letter must be typed on the company letterhead and signed by an authorized managing director. A signed copy of ID card or passport of the signer

must be enclosed. In case the signer is a foreigner, a signed copy of his/her work permit in Thailand must also be submitted.

The Embassy does not accept any copy or e-mail invitation letter.

- **Copy of corporate documents of the Thai company**, namely:
  - 1) list of shareholders
  - 2) business registration and business license, certified by Ministry of Commerce not more than 6 months
  - 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 and affixed by the seal of the company !!!! A signed copy of the ID card or passport of the signer must be enclosed. In case the signer is a foreigner, a signed copy of his/her work permit in Thailand must also be submitted.*

## **VISA CATEGORY “ED“**

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

- Basic documents (see page 1-2).
- Copy of latest education transcript.
- Letter from the school/university in the Czech Republic in English language and signed copy of the signer’s ID card or passport.
- Letter of acceptance from school/university in Thailand in Thai or English language, signed copy of the signer’s ID card of passport. In case the signer is a foreigner, copy of his/her work permit must also be submitted.
- School/university’s copy of registration. In English or Thai language.
- In case of university students, or students of specific courses which take more than 6 months, e.g. diving, boxing, cooking courses, 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, the Czech Republic and must be officially translated into English.

- **In case of public/governmental school students** (at the levels below university level), letter of approval from Thai government agencies such as Ministry of Education, the Office of the Private Education Commission, the Office of the Basic Education Commission must be presented. **(Students of international/private schools below university level shall contact the Embassy in advance to check whether the letter of approval shall be presented).**

This does not apply for students of governmental/public and international/private universities.

- Evidence of financial supporting for studying in Thailand.

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

- Basic documents (see page 1-2).
- CV of the applicant. In English language.
- Invitation letter from Thailand / Official note certifying the purpose of travel to Thailand and details of the applicants, signed copy of the signer's ID card or passport. In case the signer is a foreigner, copy of his/her work permit must also be submitted.
- Supporting/sending letter from applicant's employer/school/university in English language (if the employee is sent to Thailand by his/her current employer/school/university) signed by member of the statutory body of the Czech company; signed copy of the signer's passport or ID card; copy of the Extract from the Company/school/university's Registry (in English language).

### **VISA CATEGORY "IM" and "IB"**

- Basic documents (see page 1-2)
- Letter from Thailand's Board of Investment or from Thailand's Ministries or Government Departments concerned.



- **Supporting/sending letter from applicant's employer** in English language (if the employee is sent to work in Thailand by his/her current employer) signed by member of the statutory body of the Czech company; signed copy of the statutory body's passport or ID card; copy of the Extract from the Company's Registry (in English language).
- **Original letter from the Thai company** stating the objective of the visit to Thailand and indicating its intention to employ the applicant. The letter must be typed on the company letterhead and signed by an authorized managing director. A signed copy of ID card or passport of the signer must be enclosed. In case the signer is a foreigner, a signed copy of his/her work permit in Thailand must also be submitted.

The Embassy does not accept any copy or e-mail invitation letter.

*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).*

### **VISA CATEGORY "F"**

- Basic documents (see page 1-2).
- Official note certifying the purpose of visit from the Government Departments / Government Agencies / Embassies and Consulates / International Organizations / State Enterprises in Thailand.
- Confirmation letter of employment of the applicant in English language.

### **VISA CATEGORY "M"**

- Basic documents (see page 1-2).

#### **In case of working in Thailand:**

- Supporting letter from the press/news agency in Thailand and in the Czech Republic in English language, signed copy of the signer's ID card or passport. In case the signer is a foreigner, signed copy of his/her work permit in Thailand must also be submitted.
- Profile of the press/news agency in Thailand.
- Copy of registration of the press/news agency in Thailand.
- CV and work profile/portfolio of the applicant. In English language.

- Employment letter in English language and copy of journalists pass/press card.
- 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, the Czech Republic and must be officially translated into English.

**In case of shooting a film in Thailand:**

- Letter of approval from Ministry of Tourism and Sport of Thailand.
- Confirmation letter from coordinating company in Thailand, signed copy of the the signer’s ID card or passport.

**(In case of covering news in Thailand for a short period, please apply for visa category “B“)**

**VISA CATEGORY “R“**

- Basic documents (see page 1-2).
- Official note certifying the purpose of travel to Thailand from the Ministries or Government Departments.
- Invitation letter from the religious institution in Thailand, signed copy of the signer’s ID card or passport.
- Confirmation letter of the statuts of the religious institution in Thailand.

**VISA CATEGORY “RS“**

- Basic documents (see page 1-2).
- Official note certifying the purpose of travel to Thailand from the Office of National Research council of Thailand.
- Invitation letter from the institute or educational organization in Thailand, signed copy of the signer’s ID card or passport. In case the signer is a foreigner, signed copy of his/her work permit in Thailand must also be submitted.

**VISA CATEGORY “EX“**

- Basic documents (see page 1-2).
- Invitation letter certifying the purpose of travel to Thailand from the institution or organization in Thailand.

- CV of the applicant. In English language.

### **VISA CATEGORY “O“**

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

- Basic documents (see page 1-2).
- In case of Thai marriage certificate – copy.
- In case of Czech marriage certificate – original document shall be legalized by Czech Ministry of Foreign Affairs (MFA), then officially translated into English or Thai, then again legalized by Czech MFA.  
Please submit original set of legalized and translated document and its copy (the originals will be returned to the applicant).
- 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 or son/daughter are employed shall submit the following documents:**

- Basic documents (see page 1-2).
- Marriage Certificate - original document shall be legalized by Czech Ministry of Foreign Affairs (MFA), then officially translated into English or Thai, then again legalized by Czech MFA.  
Please submit original set of legalized and translated document and its copy (the originals will be returned to the applicant).
- Birth Certificate - original document shall be legalized by Czech Ministry of Foreign Affairs (MFA), then officially translated into English or Thai, then again legalized by Czech MFA.  
Please submit original set of legalized and translated document and its copy (the originals will be returned to the applicant).
- Copy of passport and ID card of parents/spouse/son/daughter with signature.
- Copy of all the documents showing that parents/spouse/son/daughter are legally working in Thailand including copy of work permit and copy of visa issued by the Thai authority. Supporting letter from parents/spouse/son/daughter’s employer in Thailand.

- Evidence of financial support while staying in Thailand. (can also be a guarantee letter of the parents/spouse/son/daughter to cover all the expenses for the applicant)

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

- Basic documents (see page 1-2).
- CV of the applicant. In English language.
- Invitation letter from the organization, signed copy of the signer's ID card of passport. In case the signer is a foreigner, signed copy of his/her work permit in Thailand must also be submitted.
- Copy of organization's registration.
- Employment letter in English language.
- Work permit (if obtained).