



## Thailand visas and Work Permit Guide

There are 5 types of visas in Thailand:

- **Tourist visa**
- **Non Immigrant visa (O)**
- **Non-Immigrant (OA, for retirement)**
- **Business visa**
- **Non-immigrant Education visa (ED)**

Please note that the period of visa validity is different from the period of stay. Visa validity is the period during which a visa can be used to enter Thailand. In general, the validity of a visa is 3 months, but in some cases, visas may be issued to be valid for 6 months, 1 year or 3 years. The validity of a visa is granted with discretion by the Royal Thai Embassy or Royal Thai Consulate-General and is displayed on the visa sticker.

Beware that visas are only delivered by Thai embassies and consulates outside Thailand. Holding a visa allows you to stay in the country for a determined period of time.

In the event of a tourist visa extension, travelers must refer to the Immigration Bureau; terms and conditions depend on the type of visa.

If you plan to work in Thailand, in addition of a Non Immigrant visa B or O, your company must apply for a work permit.

**Tourist visa :**

**Journey in Thailand – procedure & formalities:**

When coming to Thailand, you must apply for a visa at a Thai embassy or consulate located in your home country.

The duration of the transaction does not exceed 48 hours. Ensure that you own all the required documents when you apply for a visa; the list is available on the official websites of embassies and consulates. Beware that conditions and terms vary constantly from one establishment to another. Indeed, the information we update may change.

**Tourist visa exemption:**

Passport holders from 48 countries and 1 special administrative region - Hong Kong SAR - are not required to obtain a visa when entering Thailand for tourism purposes and will be permitted to stay in the Kingdom for a specific period.

- By airways: period not exceeding 30 days on each visit.
- By road: period not exceeding 15 days each time

When passing the customs, customers stamp your passport.

It is possible to renew your stamp. However since 2009, the government has limited the number of stamp to 4 successive renewals. You must leave the country and come back to obtain the stamp.

This visa is issued to person travelling to Thailand.

Information related to visa:

- Total fee: €40
- Cost per entry: €30
- Visa validity: 60 days
- Extension: 30 days

**Required documents:**

- Valid passport
- 1 photo 4x6 cm (recent)
- Completed visa application form
- Airplane ticket may be asked but are not necessarily required (min. of THB 20.000 per person and THB 40.000 per family).

NB: Generally Thai consulates oversea, example France, only provide visa with 2 entries. You must present your airplane ticket while applying for this form of visa; period of stay in Thailand must not exceed 90 days.

When your visa expires, you can apply for a new one at a Thai consulate in the bordering countries. However, they only provide 1 entry visa.

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**Non-Immigrant Visa Category “B” (Business Visa)**

This visa is issued to applicants who wish to enter the Kingdom to work or to conduct business.

Information related to visa:

- Cost: €55 (1 entry) / €130 (multiple entries)
- Period of stay : 3 months maximum
- Application for a working permit is compulsory

**Required documents:**

- Passport or travel document with validity of not less than 6 months.
- Completed visa application form.
- Recent passport-sized photograph (4 x 6 cm) of the applicant taken within the past 6 months.
- Evidence of adequate finance (THB 2,000 per person and THB 40,000 per family).
- Letter of approval from the Ministry of Labor.
- Agreement from the company in Thailand, specifying the job, the mission, the income, period of stay.

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## **Non-immigrant visa (O)**

This visa is issued to the following applicants:

- Minor with one Thai relative
- Foreigner with a Thai spouse
- Foreigner whose the spouse possesses an Immigrant or Non Immigrant visa for long stay.
- Foreigner older than 50 years old
- Other purposes: sportive event, humanitarian aids...

In the event of a tourist visa extension, travelers must refer to the Immigration Bureau; terms and conditions depend on the type of visa.

Information related to visa:

- Cost : €55 (1 entry) or €130 (multiple entries)
- Period of stay : 90 days
- Visa validity : 3 months (1 entry) or 1 year (multiple entries)

### **Required documents:**

- Passport or travel document with validity of not less than 6 months for a simple entry & 18 months for multiple entries when entering in Thailand
- Completed visa application form
- Recent passport-sized photograph (4 x 6 cm) of the applicant taken within the past 6 months.
- A copy of bank statement showing a deposit of the amount equal to and not less than 800,000 Baht or an income certificate (an original copy) 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.

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## **Non-immigrant visa O-A (long stay)**

This type of visa may be issued to applicants aged 50 years and over who wish to stay in Thailand for a period of not exceeding 1 year without the intention of working. Employment of any kind is strictly prohibited.

Information related to visa:

- Period of stay: 1 years (3 X 90 days)
- Cost : €130

### **Required documents:**

- 3 copies of passport with validity of not less than 18 months.
- 3 copies of completed visa application forms.
- 3 passport-sized photos (4 x 6 cm) of the applicant taken within the past six months.
- A personal data form.
- A letter of verification of non-criminal record
- A medical certificate showing no prohibitive diseases as indicated in the Ministerial Regulation No.14 (B.E. 2535)
- A marriage certificate
- A copy of bank statement showing a deposit of the amount equal to and not less than 800,000 Baht or an income certificate (an original copy) 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.
- A curriculum vitae

### **Non immigrant Education visa (ED)**

This visa is issued to applicant wishing to study in Thailand.

Information related to visa:

- Visa validity : 90 days (1 entry) or 1 year (multiple entries)

#### **Required documents for 1 entry visa:**

- €55 (only cash)
- Passport with validity of not less than 6 months.
- Completed visa application form
- 1 passport-sized photo (4 x 6 cm) of the applicant taken within the past six months.
- A copy of official letter for the home university attesting that the applicant comes to Thailand for studying

#### **Required documents for multiple entries:**

- €130 (only cash)
- Passport with validity of not less than 6 months.
- Completed visa application form
- 1 passport-sized photo (4 x 6 cm) of the applicant taken within the past six months.
- A copy of official letter for the home university attesting that the applicant comes to Thailand for studying

#### **NB:**

1 entry visa: period of stay must not exceed 90 days in Thailand. Applicants can only enter once in the country. If they leave the territory before the expiration of the date of validity, they lose their credits.

Note that applicants may pay a “new entry pass” at the boundaries; THB1000 for 1 entry and 3 800 for multiple entries. This pass does not modify the date of validity of the visa.

Multiple entries visa: applicants can enter several times in Thailand, respecting the following rules:

- Each stay must not exceed a 90 days period
- Last entry must be done before the expiration of the date of validity

- Entries must respect the number of entries stipulated on the visa.
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### **Useful information**

For applicants older than 50 years old with monthly income higher than THB 65 000 or a deposit exceeding THB 800 000:

- First they must apply for a Non Immigrant visa (O) with multiple entries
- Then they should extend their visa for 1 year period at the Immigration Bureau in Thailand.

For applicants under 50 years old wishing to invest more than THB 10 million (accommodation or business activity), they can apply for a Non Immigrant visas (Business for 1 year period renewable).

For other applicants wishing to come to Thailand:

- They can apply for a Tourist visa
  - Or for a Non Immigrant Education visa enrolling to language courses .
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### **Work Permit / Visa**

It is illegal for a foreigner to engage in any kind of work, whether paid or unpaid, without a valid work permit. Any violation is treated very seriously by the authorities and penalties are severe.

In order to apply for a work permit a foreigner must first obtain the appropriate Non-Immigrant visa from a Thai Consulate outside Thailand. The requirements and supporting documentation for obtaining a Non-Immigrant visa are subject to frequent change therefore it is important to obtain up to date information before application.

A work permit is issued for a specific occupation, for a specific company in a specific location. It is illegal to work outside these parameters without first applying to change the work permit to the new job, employer and/or location.

There are several restricted occupations and professions which are prohibited to foreigners under Royal Decree B.E. 2522 (1979) and a work permit for these occupations cannot be obtained.

### **Foreign Work Permit Application Thailand**

For foreigners a work permit is the key to working legally in Thailand.

Foreigners who intend to work in Thailand are subject to the Alien Employment Act. Under the provisions of this Act a foreigner cannot perform any work or service unless a work permit has been issued by the Alien Employment Division of the Labour Department and Social Welfare Ministry, UNLESS the individual or the work performed falls within an exception to the Act (e.g. volunteer work, movie extras).

## **Thai Employment and Work Permit application**

To apply for a work permit the applicant must be in the possession of a valid "Non-Immigrant" visa at the time they process the work permit application, however you can start the work permit application for the purpose of obtaining a Non-Immigrant B visa (i.e. some embassies require a valid work permit or a work permit application form WP 2 as one of the conditions for issuing a Non-Immigrant B visa).

There are a number of grounds upon which a work permit can be granted (this is on a discretionary basis and will take into account usual considerations such as suitability and qualifications of the foreigner for the position):

- The company must have a fully paid-up registered capital of 2 million Baht to hire one foreigner, plus one person for every additional 2 million Baht (to a maximum of 10 people).
- If the registered capital of the company is less than 2 million the company can hire one foreigner if its total corporate income tax payment had been at least 5 million Baht for the past three years. The company can hire one foreigner for every 5 million Baht paid in tax.
- The employer has engaged in export which has brought into Thailand revenue of 3 million Baht in the previous fiscal year. The employer can hire one foreigner for every additional 3 million Baht up to a maximum of 3 people.
- The employer has at least 50 Thai employees per foreign employee up to a maximum of 5 foreign employees.
- A foreign employee must have paid personal income tax of at least 18,000 Baht in the previous personal tax year or if the foreign employee has not worked in Thailand previously, documents for potential employers confirming that, the foreign employee will obtain income in Thailand of at least 50,000 Baht per month for an employee who is single and 60,000 per month for a married person, must be presented.

The Labour Department may also issue or renew work permits regardless of the above criteria when the foreign individual falls into one of the following categories:

- employed as an international trade representative inspecting product quality, purchases or conducting market surveys
- employed as an investment or management technology adviser or internal auditor
- a tour representative bringing foreign tourists into Thailand
- employed in an international financial institute endorsed by the Bank of Thailand
- employed a non-profit organization on a temporary basis
- employed as a contractor on projects for state agencies or public enterprises
- employed in a business that mainly required the use of local raw materials
- employed in the Thai export sector
- employed in a business introducing and transferring technologies to Thailand
- employed in a sector where qualified Thai employees cannot be found
- married the cohabiting with a Thai national and has an honest employment.

In order to apply for one standard foreign employee's work permit in a limited company the employer/ foreigner is required to submit the documents as listed below:

1. Application form signed by the employee;
2. Letter of engagement/ employment from your company signed by the authorized Director of the company;
3. Company Affidavit/ Certificate of Incorporation (copy signed by authorized Director);
4. Audit report, balance sheet for 3 preceding years. If you do not have this, we have to provide an explanation letter stating that the company is less than 12 months old. The authorized Director is required to sign this letter;
5. Employee's personal income tax declaration form or withholding tax form. A failure to show that tax has been paid correctly will seriously prejudice the employee's work permit application;
6. A written report stating the employee's activities and declaration that the activities comply with the conditions stipulated in the work permit booklet. The authorized Director is required to sign this report;
7. Map of the location of the company signed by the authorized Director;
8. Copy of the foreign employee's passport (every page) plus the page showing a valid Non-immigrant visa stamp. The employee is required to sign each page in blue ink.
9. Health certificate from a certified Thai doctor and syphilis test.
10. 3 color photographs of the employee (5cm x 6cm)
11. Certified copies of the employee's educational certificates (Degree or Diploma) and qualifications for the job.

Documents numbered 1 – 7 must be signed by the authorized Director of the company and the company's seal must be affixed. Document number 8 must be signed by the employee (every page) to certify that it is a true copy. Document number 9 must be an original health certificate and test result as issued by qualified and certified Thai doctor within Thailand. Most general hospitals issue these a document.

## **Immigration Bureau in Thailand**

### **BANGKOK**

Government Center Chaengwattana Building B , No. 120,  
Moo 3, Chaengwattana Road, Tungsonghong Sub-District, Laksi District,  
Bangkok 10210  
Tel. +66 (0) 2 1419 889  
Fax. +66 (0) 2 2143 8228  
<http://www.immigration.go.th>

## **HUA HIN**

Soi 102 (3 km from the South of city center)  
Tel. +66 (0) 3 252 6556 (ou 032-513574 ?)

## **PATTAYA**

Soi 5 Moo 12  
Jomtien Beach Road  
Nongprue, Banglamung  
Chonburi 20150  
Tel. +66 (0) 3 8252 750  
Fax.+66 (0) 3 8252 751  
[www.pattaya-immigration.org](http://www.pattaya-immigration.org)

## **PHUKET**

482 Phuket Road, Talad Yai,  
Muang, Phuket 83 000

Tel. +66 (0) 7 6221 905  
Fax.+66 (0) 7 6212 108  
<http://www.phuketimmigration.go.th>