

**ROYAL THAI CONSULATE - GENERAL, MUMBAI**  
**REQUISITE DOCUMENTS FOR EMPLOYMENT VISA SINGLE ENTRY**

No.	EMPLOYMENT VISA SINGLE ENTRY	YES	NO
<b>1</b>	<b>Travel Documents and Pictures</b>		
1.1	Valid Passport for 6 months from date of entry.		
1.2	A complete Visa Application form (must be filled in blue ink/typed) with the original signature of the applicant.		
1.3	Two recent photographs of applicant Size - 3.5x4.5cm, white background & matt finish, with applicant's signature on the back.		
1.4	A photocopy of confirmed travel ticket.		
1.5	Cover letter, typed and sign specifying the purpose of travel, travel dates, address in Thailand. (If applied without Indian Company cover letter)		
<b>2</b>	<b>Proof of Adequate Finance</b>		
2.1	Bank statement of six months (must be original and attested by the bank) with equivalent minimum current balance to USD 700 per person.		
<b>3</b>	<b>Accommodation</b>		
3.1	Proof of accommodation in Thailand i.e. hotel reservation with contact number and address or rental agreement in Thailand with a signed copy of Thai ID cards of the lessor.		
3.2	If staying at company's accommodation, must provide the Company's letter mentioning the address and contact information of the mentioned accommodation.		
<b>4</b>	<b>Employment/Business Documents</b>		
4.1	BOI Letter / Ministry of Labour Letter – Thor Tor 3 (Permit letter more than 30 days from the day of issue will not be accepted.)		
4.2	Employment contract signed by both employer and employee indicating rationale for hiring the Applicant with terms of contract including position, salary and duration of contract.		
4.3	Thai company's profile.		
4.4	Thai company's registration papers with a list of shareholders issued no more than 6 months. (DBD Papers)		
4.5	Thai company's business & income tax papers (Por Ngor Dor 20 and/or Por Ngor Dor 50/30 of Latest tax payment year.)		
4.6	Thai company's balance sheet from the past year. (Document must be in Thai)		
4.7	If the Thai company is newly established and does not have Tax papers then require a letter From the Thai company stating the mentioned facts. The letter must be stamped and signed by executive level with attached copy of ID proof or passport.		
4.9	Work permit issued by Ministry of Labour (if previously worked in Thailand)		
<b>5</b>	<b>For Teacher Employment in Thai Schools or Universities</b> <i>Following documents are required If the applicant has joined a Government School or University and does not have BOI/ Labour Dept Letter – Thor Tor 3 / WP3</i>		
5.1	Certificate of employment from Thai school/university along with employment contract stating the reason for hiring the application, job profile, and term of contract including position, salary and duration of contract.		
5.2	Certificate of employment issued by the Ministry of Education		
5.3	Registration paper of school/university issued by the Ministry of Education		
5.4	Employment history and CV of the applicant along with original criminal record check/proof by local police in India.		
5.5	Proof of applicant's Educational Qualifications.		

07.07.2022

**Please Note**

- **Validity of the visa** denotes the time period during which the traveler can use the visa. **Period of stay** denotes the amount of time the traveler can stay in Thailand
- **Visa Process takes at least 5 working days** from the date when the Royal Thai Consulate-General in Mumbai receives all required documents and fees
- **The above guidelines are defined by Royal Thai Consulate General, Mumbai and must be strictly followed.** Visa Information and Application Centre will not accept visa applications which do not meet above specified guidelines. The documents must be arranged in the order given above.
- **Royal Thai Consulate-General, Mumbai reserves the right to ask for a Personal Interview or Additional Documents.**
- **The Royal Thai Consulate-General in Mumbai maintains full and exclusive competence** for visa application and granting process.