

## CHECKLIST to THAILAND for WORK VISA APPLICATION

GENERAL INFORMATION	APPLICANT CHECK	AGENT CHECK
<ul style="list-style-type: none"> <li>This page contains information on documents requirement for applicants who which to be employed in Thailand * <b>Single entry visa valid for 90 days upon approval. Visa holders may contact 'The Immigration Bureau; of Thailand for extension of stay and re-entry permit.</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>All documents should be printed or photocopied on A4-sized paper</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Separate all documents for different applicants into individual sets.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>There must be <b>TWO</b> consecutive unused visa pages remaining</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Frayed, torn or damaged to the passport information/ visa page cannot be used for visa application.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>NO</b> staples/ pins/ paper clips should be used on the forms and supporting documents</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Remove passport cover</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
DOCUMENTS TO BE PREPARED BY THE APPLICANT		
<ul style="list-style-type: none"> <li>All applications must be submitted using the Online Visa Form and upload all required supporting listed below via <a href="https://visaonline.thaiembassy.sg/">https://visaonline.thaiembassy.sg/</a> 14 days before the intended date of travel to Thailand. If the review shows Approved, you will receive an email confirmation. Printout the Approved confirmation, online visa application form <b>signed by hand (wet signature)</b> together with the uploaded required supporting documents for visa application at The Royal Thai embassy.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Upload</b> 1 passport sized photograph in digital format (35mm x45mm) another hard copy for affixing to the printed form. <b>(view photograph requirements).</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Upload</b> Business-related documents. *Evidence of previous employment. Singapore Employment Certification confirming your position, salary date joined and purpose of secondment to Thailand. *Invitation letter from the employer from Thailand indicating details of employment including position, salary and length of employment contract * Approval letter from <b>The Ministry of Labor (WP3) issued by the Office of Foreign Workers Administration, Department of Employment, Ministry of Labor Mit-Maltree Rd, Din-Daeng District, Bangkok, Tel +662-2454-2745</b> *<b>Japanese applicants are exempted</b> from submitting this document (WP3) in accordance with JTEPA (Japan, Thailand Economic Partnership Agreement). <b>Other documents which could be used to replace WP3 Approval Letter include letters from BOI Board of Investment.</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>The uploaded Singapore employer's letter and invitation letter must be endorsed with company stamp and address to the Royal Thai Embassy in Singapore 370 Orchard Road, Singapore 238870.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Upload</b> The Thai company / organization's registration documents * <b>Business License/ *Affidavit/ * Value Added Tax (VAT) registration document (Phor-Phor 20)/ * Latest Balance Sheet (Financial Statement)</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Upload</b> Evidence of Qualification of the applicant in ENGLISH (e.g. university certificate. Documents issued by Non-Thai Non-Singapore Authorities <b>MUST</b> be certify by the applicant's Embassy prior to submission.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Upload</b> Proof of <b>NO</b> Criminal Offence record (COC Certificate of Clearance) issued by Singapore Police Force or the relevant authority of the country in which the applicant had previous residency (<b>issued within the recent 3 months of application date).</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Upload</b> documents of accompanying dependent(s) namely spouse/ parents and children who are unmarried and under the age of 20 years old are eligible to apply for a <b>Single-Entry Non-Immigrant Category 'O' visa</b>, Request for issuance of category type 'O' visa must be requested in the invitation letter from Thailand. If applying separately the required documents remain the same as the required documents as <b>Category B</b> visa. Marriage and Birth certificate in <b>ENGLISH</b> must be provided. Documents issued by Non-Thai and Non- Singapore Authorities <b>MUST</b> be certify by the applicant(s) Embassy prior to submission.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Upload</b> copy of Singapore work and related passes/ Singapore PR ID card (<b>front and back</b>) and re-entry permit form 7.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Upload</b> the validity and expiry status of the work/ related passes by scanning the QR code on the work permit card with Ministry of Manpower free <b>SgWorkPass App available on Goggle Play Store or Apple App Store</b> This printout must show the current date of the printout and confirm that the pass is valid. (<b>screenprint within the recent 5 days of application date).</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Upload</b> copy of Singapore PR ID card and re-entry permit form 7. If you are using a new passport to apply, transfer the data of the re-entry permit from the cancelled passport to the new passport before uploading (<b>applicable to Singapore PR).</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Upload</b> Copy of flight itinerary.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
PROCESSING TIME UPON SUBMISSION TO THE EMBASSY		
<ul style="list-style-type: none"> <li>5 working days (<b>Monday – Thursday</b>)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>