

# NON-IMMIGRANT VISA "B" (WORKING / BUSINESS VISA)

## **REQUIREMENT**

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

- to conduct business
- to work

## **DOCUMENTS REQUIRED**

**1)** For those who **wish to work (in private companies)** must submit the following documents:

- Visa application form completely filled out
- Passport or travel document with validity not less than 6 months.
- 4 x 6 cm photograph of the applicant, taken within the past six months
- Evidence of adequate finance ( 20,000 Baht per person and 40,000 Baht per family )
- Employment contract between the applicant and the company qualified to employ foreigners in Thailand indicating rationale for employing the applicant as well as his/her salary, position and qualifications (document must be signed by authorized managing director and affixed the seal of the company)
- Original Letter from a company addressed to the Royal Thai Embassy, Vienna, requesting for a visa specifying name, position, period of employment, salary, education and job experience of the applicant
- Copy of corporate documents; namely 1) list of shareholders 2) business registration and business license 3) company profile 4) details of business operation 5) Balance sheet, statement of Income Tax and Business Tax (Por Ngor Dor 50 and Por Ngor Dor 30) of the latest year 6) Foreigner income tax return (Por Ngor Dor 91) and 7) Value-added tax registration certificate (Por Ngor Dor 20), etc. Documents must be signed by authorized managing director and affixed the seal of the company. Please also be advised that proof of company certificate in Thailand must be certified by the Registrar within the previous 6 months.
- Proof of education and work experience of the applicant
- Document indicating export transactions issued by banks (for export business only)
- Copy of Work Permit issued by the Ministry of Labour (only in case the applicant has previously worked in the Kingdom) ("B")

## **OR**

- 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. This kind of document has been done in Thailand in advance by the applicant's employer, on the applicant's behalf, in order to expedite the visa issuance. Further 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 (only in case the applicant has previously worked in the Kingdom) ("B")
- **Remarks :** *Only **single-entry visa** will be granted to the applicant. Upon arrival in the Kingdom, he/she must apply for a working permit at the Department of Employment, Ministry of Labour or at a Provincial Employment Office in the respective province.*

**2) For those who wish to work (in private educational institution / school) must submit the following documents:**

- Visa application form completely filled out
- Passport or travel document with validity not less than 6 months.
- 4 x 6 cm photograph of the applicant, taken within the past six months
- Evidence of adequate finance ( 20,000 Baht per person and 40,000 Baht per family )
- Employment contract between the qualified private educational institution / school and the applicant indicating details of position, salary, and the employment term
- Copy of the license to establish an educational institution issued by the Private Education Commission / governmental competent authority
- Confirmation letter made by that educational institution giving the details of position, salary, and the employment term
- Recommendation from the former employer on the applicant's teaching experiences in Austria (or other countries)
- In the case of private school, copies of education background, the teacher's license, criminal record shall also be submitted
- **Remarks :** *Only **single-entry visa** will be granted to the applicant. Upon arrival in the Kingdom, he/she must apply for a working permit at the Department of Employment, Ministry of Labour or at a Provincial Employment Office in the respective province.*

**3) For those who wish to conduct Business in Thailand must submit the following documents :**

- Visa application form completely filled out
- Passport or travel document with validity not less than 6 months. The validity of 18 months is required for one year visa application.
- 4 x 6 cm photograph of the applicant, taken within the past six months

- Evidence of adequate finance ( 20,000 Baht per person and 40,000 Baht per family )
- Original Letter from companies/state enterprises addressed to the Royal Thai Embassy, stating the objective of the applicant's visit to Thailand, name of the companies in Thailand which the applicant will deal the business with. If self-employed, proof of financial evidence (bank statement, annual tax invoice, etc.) and corporate documents are required.
- Document showing correspondence with trading partners in Thailand.
- Document certifying that you are legally employed in Austria
- Invitation letter from the company in Thailand together with copy of corporate documents; namely 1) list of shareholders 2) business registration and business license 3) company profile 4) details of business operation 5) Balance sheet, statement of Income Tax and Business Tax (Por Ngor Dor 50 and Por Ngor Dor 30) of the latest year 6) Foreigner income tax return (Por Ngor Dor 91) and 7) Value-added tax registration certificate (Por Ngor Dor 20), etc. Documents must be signed by authorized managing director and affixed the seal of the company. Please also be advised that proof of company certificate in Thailand must be certified by the Registrar within the previous 6 months.

### **ADDITIONAL INFORMATION**

- The document to be submitted for non-immigrant visa application is contingent upon necessities and appropriateness of purposes stated in the application form.
- Consular officers reserve the rights to request additional documents as deemed necessary, i.e., Bank statement, annual income, etc.
- Copies of company documents must be signed by Board of Directors or an authorized employee on behalf of the company (with evidence of proof stating that authorization) and affixed the seal of the company.
- In the absence of a required document, a letter explaining the unavailability of such document must be provided.
- The applicant must sign on each page of the copy.
- Documents in foreign languages must be translated into Thai or into English.
- Nationals of certain countries are required to apply for a visa only at the Thai Embassy or Consulate-General in their home/residence country or at the designated Thai Embassy. Therefore, travellers are advised to contact the nearest Thai Embassy or Consulate-General to find out where they may apply for a visa to Thailand before departure. Information on location and contact number of Thai Embassies and Consulates-General is available at <http://www.mfa.go.th/web/10.php>

## **VISA FEE**

- 55 EURO for a single entry or 130 EURO for multiple entries.

## **VALIDITY OF A VISA**

- Single-entry is valid for 90 days
- Multiple-entry visa is valid for one year.

## **PERIOD OF STAY**

- The holders of this type of visa are initially granted a period of stay in the Kingdom not exceeding 90 days from the date of the first entry.
- During the three-month period, if she or he wishes to leave and re-enter the country, he or she is required to apply at the Immigration office (in Bangkok or in the provinces) for re-entry permit (single or multiple) before departure. In the case of leaving the country without a re-entry permit, the permit of stay for three-month shall be considered void.

## **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 in the Kingdom longer than 90 days have to file their application at the Office of Immigration Bureau either in the provinces or in Bangkok located on 1) Soi Suan Plu, off South Sathorn Road, Bangkok 10120, Tel 02 287-3101-10, and 2) Chalermprakiat Government Complex (Building B - South), Chaengwattana Road, Soi 7, Moo 3, Laksi , Bangkok 12010, Tel. (66-2) 141-9889 / Fax. (66-2) 143-8228 / Call Center : 1178 / Office hours : 08.30-16.30 hrs. (Monday – Friday). More information is available at [www.immigration.go.th](http://www.immigration.go.th)