Standard Process for foreigners who wish to work in Thailand

Having prospective employer in Thailand

Employer must apply for W.P.3 with the Department of Employment since W.P.3 is required in applying for Non-Immigrant “B”

Apply for Non-Immigrant “B” Visa, Single Entry at Thai Embassies/Consulates (must use the visa within 3 months)

Link to Embassies/Consulates’ website for more details can be found at www.thaiembassy.org

At Immigration Checkpoint: Granted initial 90-day stay permit

Apply for Work Permit at Department of Employment

www.doe.go.th/workpermit

Apply for Extension of Stay Permit at Immigration Bureau (up to 1 year each time)
- Work Permit is required

Foreigner granted a Stay Permit, who wish to leave Thailand and enter Thailand again, need to Apply for Re-entry Permit at Immigration Bureau or at the airport before departure

Apply for Extension of Work Permit at Department of Employment

Department of Consular Affairs, MFA : July 2016
Exclusive service for eligible foreigners at the One Stop Service Centre for Visa and Work Permit

- Having prospective employer in Thailand and all necessary documents
  - Apply for Non-Immigrant “B” Visa, Single Entry (or “IB” if under BOI privilege) at Thai Embassies/Consulates (must use the visa within 3 months)
    - at Immigration Checkpoint: Granted initial 90-day stay permit

Employer may apply for work permit in advance at Department of Employment

Apply for Work Permit at One Stop Service Centre

Apply for Extension of Stay Permit, Extension of Work Permit, Re-entry Permit at One Stop Service Centre
Foreigners listed below are eligible to use services at the One Stop Service Centre for Visa and Work Permit

- Executives or experts obtaining privileges according to following laws;
  - Investment Promotion Act B.E. 2520 (1977)
  - Petroleum Act B.E. 2514 (1971)
  - Industrial Estate Authority of Thailand Act B.E. 2522 (1979)

- General Investors
  - at least 2 million baht
  - at least 10 million baht

- Executives or experts of an organization with fully paid up registered capital or total asset of not less than 30 million baht

- Registered Foreign Press

- Researchers or Developers on science and technology

- Officials of Branch Office of Overseas Bank

- Officials of Representative Office, or Regional Office of Transnational Corporation

- Experts on information technology

- Officials of Regional Operating Headquarters

**Conditions for Japanese businessmen to be eligible to use services at the One Stop Service Centre for Visa and Work Permit (enhancement by JTEPA from November 2007)**

1. Japanese intra-corporate transferees of a branch or affiliate importing foreign currencies into Thailand not less than 3 million baht

2. Natural persons of Japan who are employed under an employment contract by a public or private organisation registered and engaged in substantive business operations in Thailand with fully paid up registered capital not less than 2 million baht

3. Japanese investors having at least fully paid up capital of 2 million baht

: Japanese business persons are top clients at the One Stop Services Centre in term of number of applications (even without JTEPA)

One Stop Service for Visa and Work Permit Centre
Chamchuree Square Building, 18th floor
Payathai Road, Bangkok
0-2209-1100-1016