

Checklist



Please complete and submit together with the application form

Application with incomplete documents cannot be accepted

NON-IMMIGRANT VISA (B) FOR EMPLOYMENT AS TEACHER

Purpose: To be employed as teacher in Thailand

Required Documents:

- 1. Completed visa application form
- 2. Original passport with at least 6-month validity and 2 blank visa pages
- 3. A copy of passport (ID page)
- 4. A passport size photo (white/ blue background and taken within the past 6 months)
- 5. Proof of the applicant's academic qualification (e.g. degree certificate)
- 6. Certified criminal record in the applicant's country of origin
- 7. Documents from the employer (university/ college/ school) in Thailand
 - 7.1 Cover letter addressed to the Royal Thai Embassy
 - 7.2 A copy of the university/ college/ school's registration
- 8. Letter of approval from the Office of the Private Education Commission (**for private school/college only**)
- 9. A copy of previous or existing work permit in Thailand (**for work permit renewal only**)

Visa fees:

- RM 300 for single entry visa
- Fee is exempted for nationals of Malaysia, Singapore, Republic of Korea and Tunisia

In submitting the application, I understand that:

- Additional documents may be requested as deemed necessary by the Royal Thai Embassy
- The application may be rejected without reason provided and the fees cannot be refunded

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(Applicant's Signature)