

## DOCUMENT CHECKLIST FOR TOURIST AND TRANSIT VISA APPLICATIONS

***This document checklist is one of the forms required to be submitted together with your visa application.***

This checklist will help you to identify which documents you must submit with your application.

All information provided in the application form and required documents will be used for assessing eligibility for the issue of an appropriate visa. Insufficient information may result in the application being declined and returned to the applicant.

**The Embassy reserves the right to request additional documents as deemed necessary.**

I have enclosed the following items: (Please check “√” each item.)

- 1. Document Checklist**
- 2. Application Form(s)** completed, signed and dated. (Make sure you provide all necessary information, e.g. email address, local guarantor/emergency contact, address in Thailand, etc.) All categories must be filled in. If no information is applicable for the section, please write N/A.
  - **1 copy** (for most nationalities) or
  - **3 copies** (for nationals listed under *specified passport holders*\*); for more information visit <http://www.thaiembassy.org/wellington/th/services/779/19034-Specified-Passport-Holders.html>
- 3. Recent Passport-sized Photographs** taken within 6 months (photocopy not accepted)
  - **1 photograph** (for most nationalities) or
  - **3 photographs** (for nationals listed under *specified passport holders*\*)
- 4. Original Passport / Travel Document** (with validity of at least 6 months from the expected date of travel)
- 5. A Photocopy of Passport / Travel Document**
- 6. A Photocopy of New Zealand Visa** (including electronic visa), if you are **NOT** a citizen of New Zealand.
- 7. A Photocopy of Return Airline E-Ticket** confirming date of arrival/departure to and from Thailand.
  - **A Valid Airline E-Ticket or confirmed itinerary showing multiple entries and departures to and from Thailand** (for Multiple Entry Tourist or Transit Visa).
- 8. Proof of accommodation in Thailand**, e.g. hotel bookings, invitation letters from family/friends in Thailand, together with copies of Thai National ID and/or passport (of family/friends) signed and dated by the ID card/passport holder. Name of the applicant, address, and duration of stay must be clearly indicated.
- 9. A copy of the most recent bank statement** providing evidence of sufficient funds for staying in Thailand (credit card and home loan accounts not accepted). Name, bank account balance, account transactions must be clearly indicated. The statement **MUST** be signed, stamped and dated by the bank.
  - **Tourist Visa (single entry)** - at least NZ\$ 2,000 per person;
  - **Tourist Visa (multiple entries)** - at least NZ\$ 9,000 per person, showing the transactions for the past 6 months;
  - **Transit Visa** - at least NZ\$ 1,000 per person per entry
- 10. Letter of Reference in New Zealand** (from employer, school, etc.) required for certain nationalities (Nationals listed under specified passport holders) and upon request. Name, position, and contact details of the referee must be clearly indicated.
- 11. Visa Application Fee** (Cash or Bank Cheque in NZ currency only, payable to the “Royal Thai Embassy”)
  - NZ\$ 60 for Tourist Visa Single Entry
  - NZ\$ 270 for Tourist Visa Multiple Entries
  - NZ\$ 50 for Transit Visa for each entry
- 12. Self-addressed courier bag with tracking number** (if you require the passport to be returned by courier)

**Additional required documents**

- ❑ **Letter of acceptance from the institutes or companies organizing the events** (for the purpose of recreation learning or training-related activities, e.g. *Scuba diving, boxing training, Thai massage training and Thai culinary learning*)
- ❑ **Invitation letter from football club and Sponsorship Letter** (for the purpose of *Football Player Trials*)
- ❑ **Invitation letter from the event organizer** (for participants of *MICE - Meeting, Incentives, Convention & Exhibitions* - supported by Thailand Convention & Exhibition Bureau)
- ❑ **Letter of appointment from hospital/ medical centre, copy of hospital/ medical centre registration certificate and Proof of Sponsorship from a third party** (*for medical treatment with registered hospitals*)

**Please Note:**

**1. For nationals listed under Specified Passport Holders:**

- Please supply 3 copies of the visa application form and 3 passport-sized photos for a visa to travel to Thailand, together with 3 copies of proof of residence in New Zealand, e.g. Permanent Resident Visa (**Mandatory**).
- If holding a resident, student or work permit visa in New Zealand, you must submit a valid **letter of recommendation** from your educational institute or employer with the application;
- If **NOT** holding a resident, student or work permit visa in New Zealand, your application will be processed through the Ministry of Foreign Affairs in Thailand and the **visa processing time may take up to 2 months**.

**2. For minors under 20 years old, please provide ALL of the following additional documents:**

- A notarized copy of minor's **birth certificate**;
- A notarized copy of parents' **marriage certificate**. In case of sole custody, a notarized copy of court order must be provided;
- A notarized copy of original **passports or national ID Card** of mother and father, or legal guardian; and
- A notarized or original **letter of consent for the minor to travel abroad** from the mother and father / legal guardian(s).

For more information, please visit the Royal Thai Embassy's website at <http://www.thaiembassy.org/wellington/th/services/779>

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