

## **Non-immigrant B/IB Visa** (for working in Thailand)

### **※Required documents for applying a visa in the periods of Coronavirus COVID – 19 outbreak※**

**The Royal Thai Consulate-General, Osaka may require additional documents and reserves the right to reject incomplete visa application as well as fraud and misrepresentation. Visa issuance is under the discretion of the Royal Thai Consulate-General, Osaka. The Royal Thai Consulate General, Osaka reserves the right not to explain the reason of rejection.**

**All documents required must be issued within one (1) month except for company registration issued by the Ministry of Commerce of Thailand (within six (6) months).**

### **For applicant belonging to a company in Japan**

1. Passport: Not less than 6 months validity with at least 2 blank pages left
2. 1 copy of the bio-data page of the passport
3. Application form affixed with a color photo (size 3.5 x 4.5 cm.) taken within the last 6 months: completed and signed by the applicant ([http://www.thaiconsulate.jp/files/user/appli\\_pdf/application\\_for.pdf](http://www.thaiconsulate.jp/files/user/appli_pdf/application_for.pdf))
4. Personal history: completed and signed by the applicant (<http://site.thaiembassy.jp/upload/pdf/aboutvisa-personalhistory.pdf>)
5. Original recommendation letter from the dispatching company in Japan requesting for visa issuance with a photocopy of the signer's passport\*
6. Original invitation letter from the employing company in Thailand requesting for visa issuance with a photocopy of the signer's passport\*

***\*The recommendation and invitation letters must have the company's letter head with company's seal, signed by the authorized person(s).***

***The signer(s) of the invitation letter must be the person(s) whose name(s) listed in the company's registration issued by the Ministry of Commerce of Thailand.***

***Both letters must contain the applicant's name, assignment's position / responsibilities / salary/ date of entry (please refer to the announcements Royal Thai Embassy, Tokyo and the Royal Thai Consulate-General in Osaka) / length of stay and type of visa.***

***In case the letters are not signed by the authorized person(s), a letter of power of attorney authorizing other person(s) to act on his/her behalf must be submitted upon submitting visa application.***

7. Company registration of the employing company in Thailand (original or copy with original company seal and signature of authorized person whose name is listed in the company's registration on each page)

8. A copy of valid work permit or form WP 3 (Letter of approval from the Ministry of Labour of Thailand [https://www.doe.go.th/prd/assets/upload/files/alien\\_en/df172270ff13dbee9ce60cc34f9b698d.pdf](https://www.doe.go.th/prd/assets/upload/files/alien_en/df172270ff13dbee9ce60cc34f9b698d.pdf) or Letter from Industrial Estate Authority of Thailand (IEAT) or the Board of Investment of Thailand (BOI)

9. Airline ticket or confirmation slip issued by airline's office with applicants name, flight number as well as date of entry

**For applicant not belonging to a company in Japan**

1. Passport: Not less than 6 months validity with at least 2 blank pages left

2. 1 copy of the bio-data page of the passport

3. Application form affixed with a color photo (size 3.5 x 4.5 cm.) taken within the last 6 months: completed and signed by the applicant ([http://www.thaiconsulate.jp/files/user/appli\\_pdf/application\\_for.pdf](http://www.thaiconsulate.jp/files/user/appli_pdf/application_for.pdf))

4. Personal history: completed and signed by the applicant (<http://site.thaiembassy.jp/upload/pdf/aboutvisa-personalhistory.pdf>)

5. Original guarantee letter and photocopy of guarantor's passport or driving license duly signed by the guarantor

6. Original invitation letter from the employing company in Thailand requesting for visa issuance with a photocopy of the signer's passport\*

***\*The invitation letters must have the company's letter head with company's seal, signed by the authorized person(s).***

***The signer(s) of the invitation letter must be the person(s) whose name(s) listed in the company's registration issued by the Ministry of Commerce of Thailand.***

***The letter must contain the applicant's name, assignment's position / responsibilities / salary / date of entry (please refer to the announcements Royal Thai Embassy, Tokyo and the Royal Thai Consulate-General in Osaka) / length of stay and type of visa.***

***In case the letters are not signed by the authorized person(s), a letter of power of attorney authorizing other person(s) to act on his/her behalf must be submitted upon submitting visa application.***

7. Company registration of the employing company in Thailand (original or copy with original company seal and signature of authorized person whose name is listed in the company's registration on each page)

8. A copy of valid work permit or form WP 3 (Letter of approval from the Ministry of Labour of Thailand [https://www.doe.go.th/prd/assets/upload/files/alien\\_en/df172270ff13dbee9ce60cc34f9b698d.pdf](https://www.doe.go.th/prd/assets/upload/files/alien_en/df172270ff13dbee9ce60cc34f9b698d.pdf) or Letter from Industrial Estate Authority of Thailand (IEAT) or the Board of Investment of Thailand (BOI)

9. Employment contract

10. Certificate of graduation or Certificate of resignation

11. Airline ticket or confirmation slip issued by airline's office with applicants name, flight number as well as date of entry

**Additional documents for non-Japanese applicant:**

1. 1 copy of residence card with three-month validity is required. For those who are currently applying for the renewal of the residence card, a copy of acceptance for the renewal issued by the Immigration Bureau of Japan must be submitted
2. Applicants holding passports of Afghanistan, Bangladesh, Egypt, North Korea, Libya, Palestine, Sudan, Yemen, Cameroon, Congo, Republic of Congo, Equatorial Guinea, Guinea, Algeria, China, India, Iraq, Lebanon, Nepal, Pakistan, Sri Lanka, Syria, Ghana, Central African Republic, Somalia, Sao Tome and Principe, Liberia, Sierra Leone, Saudi Arabia, please submit three (3) color photos and three (3) copies of application forms which are duly filled and signed.
3. Applicants holding passport of Nigeria and Iran, please submit four (4) color photos and four (4) copies of application forms which are duly filled and signed.

**Remarks:**

The applicant must enter Thailand on the date specified in the company letter(s).