

## **Non-immigrant B Visa (for teaching 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.**

#### Step 1:

The applicant must have a permission to enter to the Kingdom from Ministry of Foreign Affairs of Thailand. Please contact your school/ university/ educational institute in Thailand to seek the permission through Ministry of Education of Thailand or Ministry of Higher Education, Science, Research and Innovation.

#### Step 2:

After getting permission, the applicant has to apply for visa and submit the following documents:

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 a photocopy of guarantor's passport or driving license duly signed by the guarantor or original letter of recommendation from the current employer/organization in Japan\*
6. Original invitation letter from the school/ university/ educational institute in Thailand requesting for visa issuance with a photocopy of the signer's passport \*

***\* The letters of recommendation and invitation must have the institution's/organization's letter head with seal signed by the authorized person(s). The 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. Employment contract
8. Certificate of graduation

9. Teaching certificate

10. Original criminal record legalized by the Ministry of Foreign Affairs, Japan in a sealed envelope.

11. 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))

12. Additional documents

12.1 for teaching at public educational institutions except for university: - a letter of approval of employment issued by the competent authority of Thailand.

12.2 for teaching at private educational institutions: - a letter of approval of employment issued by the competent authority of Thailand (except for teaching at international schools and university) - Copy of school registration with original seal of educational institute and signature by authorized person on each page (except for teaching at university)

13. 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 school/ university/ educational institute's letter(s).