



## Royal Thai Consulate - General Dubai

## Check List for Non-Immigration Visa - Business (Single Entry)

No.	Documents require for Non-Immigration Visa - Business or work visa	Yes
1	One (1) <b>typed</b> and signed application form with complete and accurate details. *Handwritten application form will not be accepted.	
2	Two (2) photograph of passport size with <b>WHITE BACKGROUND</b>	
3	Original passport *Minimum of <b>6 months validity</b> , with a blank visa page to affix the visa sticker, and a copy of Passport	
4	Photocopy of UAE Residence Visa *Every applicants must have U.A.E. valid residence visa, a minimum of 6(six) months validity)	
5	Original Guarantee or No objection letter on Company's letterhead and Official Fresh Stamp. (Only english version) *The sponsor name as mentioned on the UAE Residence visa must match with letter *Investor/Owner/Partner of the company must provide the letter and a copy of trade license *Handwritten letters, Electronic letters will not be accepted	
6	Itinerary ticket - Copy of confirmed outbound ticket *The ticket from the airline must show an outbound trip from Dubai *Ticket Airline PNR number must be accessible on the airline system *Agency booking or E-mail bookings with no PNR number will not be accepted	
7	<b>Copy of confirmed hotel reservation</b> * Proof of accommodation to stay covering at least half of the trip with complete information. * E-mail correspondence without hotel confirmation will not be accepted * Hotel reservation must start from the date of arrival into Thailand.  * The name of the person (including family members with children or accompanying person names) applying for visa must appear on the hotel reservation. In case where the accommodation is booked under a different name or belongs to a friend, a typed and signed letter from the person whose name appears on the booking must be provided along with a copy of his/her passport ** In case - staying with friends or relative or family members who have accommodation in Thailand,** <b>Additional documents:-</b> - Invitation letter from the owner of the accommodation mentioning a full address of accommodation with telephone number and time period to stay in Thailand <b>- If the Person you're staying with is a Thai Nationality, the following documents are required</b> * Copy of Thai Identity card * Copy of passport * Copy of UAE Residence Visa(If any) * Copy of Thai house registration <b>- If the Person you're staying with is a Foreigner living in Thailand, the following documents are required</b> * Copy of passport * Copy of Thai work permit * Copy of accommodation ownership documents or rental agreement	
8	Letter of approval from the Ministry of Labour, <b>WP3</b> issued by the office of Foreign workers Administration. Applicants travelling for ( <b>business meeting or conference are not required to submit this document</b> )	
9	Invitation Letter - Letter from a company stating the purpose of visit to Thailand * Invitation Letter from Thai company, Organization in Thailand address to the consulate and state the purpose of employment and the need to apply for Non- Immigrant visa and signature from person who have authority to sign on letter and Thai ID Card or Copy passport and work permit in Thailand	
10	A full CV of applicant (s) ( <b>business meeting or conference are not required to submit this document</b> )	
11	Employment contract Indicating rationale for employing the applicant as well as his/her salary, position and qualifications (document must be signed by authorized managing director and affixed the seal of the company) Applicants travelling for ( <b>business meeting or conference are not required to submit this document</b> )	
12	Copy of corporate documents; namely 1) Company Affidavit of Thai Company - require a validity of the documents not less than 6 months from the date issue 2) Trade license Obtained from Department of Business Development, Ministry of Commerce	
13	Value-added tax registration ( <b>Por Por 20</b> ) - acquired from The Revenue Development	
14	If the applicant's spouse will be accompanying him or her, the following documents are required  * A copy of the marriage certificate and Birth certificate(Only in English version and attested by Ministry of Foreign Affair, Dubai)	
15	Visa Fee: 280 AED Single Entry Please bring exact amount of money with you. The consulate does not provide any change.	
16	Validity of a Visa: 3 months (single entry)	

**Additional Information:**

-Once the applicant arrives Thailand the company have to apply for a work permit at the office of Foreign Worker Administration, Department of Employment, Ministry of Labor (**Not apply for applicant travelling for business meeting and conference in Thailand**)

**\* Important**

- All documents **MUST BE IN ENGLISH ONLY**
- The Consulate-General reserves the rights to request for additional documents from each applicant**  
**Additional documentation may be requested by the Consulate-General.**
- All copies above must be attested as "CERTIFIED TRUE COPY" and signed in and sealed by the signatory
- Applicants are required to pay a visa fee which is non-refundable, whether the visa is approved or not