

Qualifications and required documents

NON-IMMIGRANT “B” VISA – MEETING/TRAINING PURPOSES/WORKSHOP/CONFERENCE

1. Letter of request from the Company in Thailand

2. Signatory of the letter of request

If: Thai national – Copy of Thai government ID

If: Foreigner – Copy of passport and valid Thai visa page, copy of work permit with validity

3. Business Registration of the company in Thailand

4. Guarantee Letter from the company in the Philippines

5. Employment Certificate from the company in the Philippines stating salary

6. Valid passport/travel document (at least 6 months)

7. 2 passport or 2x2 size photos (white background)

8. Airline ticket reservation (one way is acceptable)

9. Accomplished application form (For visa application forms visit www.thaiembassymnl.ph and click consular services)

*Supplementary form (For Filipinos)

10. Passport (Original and Photocopy)

*Copy of Valid ACR-ICARD (For nationals from Afghanistan, Algeria, Bangladesh, China, Egypt, India, Iran, Iraq,

Lebanon, Nepal, North Korea, Pakistan, Palestine, Sri Lanka, Syria, and Yemen) and Philippine visa for foreigners

*Latest arrival and departure stamp from the Philippines for PROC nationals

Visa Fee: PHP3600 Single Entry (3 months validity), PHP 9000 Multiple Entry (1 year validity)

Processing time: 3 working days (on case by case basis, based on Thailand Policy of visa and Immigration)

Submission of application: 9:30- 12 noon only, M-F

*All submitted documents will not be returned to the applicant except passport.

* If application is submitted through a representative and upon claiming the visa, submit an authorization letter and a copy of company I.D of the authorized person.