Royal Thai Embassy in Abuja
Document checklist for Thai visa application

1. The following documents are required and must be arranged in the following order. Documents in languages other than English must be translated into English. Incomplete application will lead to visa refusal.
2. Any fake documents or false statements will result in visa refusal or the cancellation of a visa already granted and may also render the applicant liable to prosecution under the laws.

<table>
<thead>
<tr>
<th>Required documents</th>
<th>Please mark</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-requisite documents</strong></td>
<td>✓</td>
</tr>
<tr>
<td>1. Original current and previous passports (see remark a. for further details)</td>
<td></td>
</tr>
<tr>
<td>2. Application forms (see remark b. for further details) with 3-page document</td>
<td></td>
</tr>
<tr>
<td>checklist form completely filled and signed by the applicant</td>
<td></td>
</tr>
<tr>
<td>3. Copy of the passport data page</td>
<td></td>
</tr>
<tr>
<td>4. Copy of every previous Thai visas and immigration stamp on the current</td>
<td></td>
</tr>
<tr>
<td>and immediate previous passport</td>
<td></td>
</tr>
<tr>
<td>5. Original certificate of criminal clearance (see remark c. for further details)</td>
<td></td>
</tr>
<tr>
<td>6. Copy of drug clearance certificate (see remark d. for further details)</td>
<td></td>
</tr>
<tr>
<td>7. Copy of resident permit (see remark e. for further details)</td>
<td></td>
</tr>
<tr>
<td><strong>Proof of profession</strong></td>
<td></td>
</tr>
<tr>
<td>8. Introduction letter from applicant’s employer (see remark f. for further details)</td>
<td></td>
</tr>
<tr>
<td><strong>Proof of financial status</strong></td>
<td></td>
</tr>
<tr>
<td>9. Bank statement signed by a bank manager (see remark g. for further details)</td>
<td></td>
</tr>
<tr>
<td><strong>Proof of accommodation/residence in Thailand</strong></td>
<td></td>
</tr>
<tr>
<td>10. Reservation of an accommodations (see remark h. for further details)</td>
<td></td>
</tr>
<tr>
<td>11. Reservation of the return air tickets (see remark i. for further details)</td>
<td></td>
</tr>
<tr>
<td><strong>Documents relating to the purpose of visit/category of visa</strong></td>
<td></td>
</tr>
<tr>
<td>12. Please carefully study remark j. for further details</td>
<td></td>
</tr>
</tbody>
</table>

I have thoroughly read the visa regulations on www.thaiembassynigeria.com and I am fully aware that
1. Certificate of Yellow Fever Vaccination is required upon entering Thailand.
2. Visa fee is non-refundable and all submitted application documents will not be returned whether my visa is granted or refused.
3. Visa does not guarantee entry into Thailand. The Thai Immigration Bureau has
   the complete authority to authorize or deny admission to Thailand.

The applicant’s signature _________________________________________

( _____________________________ )

Date of submission ____ / ____ / ______
## Royal Thai Embassy in Abuja

### Document checklist for Thai visa application

<table>
<thead>
<tr>
<th>Remarks</th>
<th>Detailed requirements</th>
</tr>
</thead>
</table>
| a. | 1. Current passport must be valid for not less than 6 months from the date of arrival in Thailand.  
2. The applicant is also required to submit their immediate previous passport. In case the previous passport has been lost, the original police report on lost passport must be provided. |
| b. | 1. One original application form and additional three copies are required.  
2. Four photographs, taken within the last six months, must be affixed to all application forms (both original and copies) |
| c. | 1. All applicants who have residence in Africa are required to submit a police clearance certificate from the authority in the country where they have residence.  
2. Police clearance certificate must be original and issued for not more than one year from the date of application.  
A copy of a police clearance will not be accepted unless duly legalized by Abuja-based Embassy/High Commission of the applicant’s nationality. |
| d. | 1. This requirement is applicable for only Nigerian nationals.  
2. The certificate must be issued by the National Drug Law Enforcement Agency of Nigeria (NDLEA) not more than one year from the date of application. |
| e. | The Royal Thai Embassy in Abuja has diplomatic jurisdiction covering nine countries; Nigeria, Benin, Cameroon, Chad, Republic of the Congo, Central African Republic, Equatorial Guinea, Ghana, and São Tomé and Príncipe. The passport holder of a country outside the Embassy’s jurisdiction is required to submit a valid resident permit or a proof of residence in one of the above nine countries. |
| f. | 1. **If you are employed** – Letter of reference from the company which you are employed stating your position, present salary, duration of work, purpose of visit, duration of stay and address in Thailand as well as contact details of your employer etc. The letter must be signed by authorized managing director and affixed the seal of the company. The letter and signature must be original. Scanned copy will not be accepted. The following documents must be attached with the letter; (1) a copy of the employer’s company registration certificate (2) a pay/salary slip or proof of applicant’s income (3) a copy of company tax clearance certificate and (4) a copy of an official document showing the specimen signature of the authorized person who signs the letter.  
2. **If you are self-employed** – Letter of introduction signed by yourself stating your position, current monthly income, duration of work, purpose of visit, duration of stay and address in Thailand as well as contact details of your business entity. The letter and signature must be original. Scanned copy will not be accepted. The following documents must be attached with the letter; (1) a copy of the company registration certificate (2) a pay/salary slip or proof of applicant’s income (3) a copy of company tax clearance certificate and (4) a copy of an official document showing the specimen signature of the authorized person who signs the letter.  
3. **If you are unemployed or a student** – Letter of reference from a guarantor or parents, stating the relationship with the applicant, referee’s job position, present salary, duration of work, purpose of the applicant’s visit, duration of stay and address in Thailand, referee’s contact details as well as financial commitment statement to sponsor applicant’s trip in Thailand etc. The letter and signature must be original. Scanned copy will not be accepted. The following documents must be attached with the letter; (1) a copy of the referee’s company registration certificate (2) a copy of company tax clearance certificate and (3) a copy of an official document showing the specimen signature of the authorized person who signs the letter. |
| g. | 1. **If your trip is self-sponsored** – Your own bank statement for the last 12 months issued by the authorized bank officer/manager indicating sufficient funds to cover entire visit in Thailand.  
2. **If your trip is sponsored by someone else** – The bank statement of your sponsor for the last 12 months issued by the authorized bank officer/manager indicating sufficient funds to cover entire visit in Thailand |
| h. | 1. **If you stay in a hotel** – Hotel reservation to cover the entire stay in Thailand with address and telephone number.  
2. **If you don’t stay in a hotel** – Proof of accommodation to cover the entire stay in Thailand |
| i. | The evidence of confirmed return air tickets together with the evidence of its payment. |

### To travel in Thailand – Please apply for Tourist visa (TR)  
(1) Travel itinerary indicating travel programs, places to visit, and other relevant documents e.g. tour package reservation, entrance e-tickets  
(2) Proof of funds in the applicant’s bank statement in the amount equivalent to 50 USD for each full day staying in Thailand. A minor aged below 18 years old accompanied by a parent to Thailand is exempted.  

### To conduct business/meet business partners in Thailand – Please apply for Non-immigration B visa (Non-B)  
(1) Invitation letter from the company in Thailand detailing the nature of business, the purpose of visit and the duration of stay in Thailand. The letter must be signed by authorized managing director and affixed the seal of the company. The letter and signature must be original. Scanned copy will not be accepted. Please note that the inviting company must be a direct business partner, not a shipping company, trade agency, or any indirect business partners.  
(2) Copy of the specimen signature of the authorized managing director who signs the letter, or a copy of passport of the authorized managing director who signs the letter.  
(3) Copy of business registration of the inviting company issued by the Department of Business Development, Ministry of Commerce of Thailand  

### To be employed in Thailand – Please apply for Non-immigration B visa (Non-B)  
(1) Duly signed employment contract indicating the position, period of employment, and the offered salary.  
(2) Copy of the specimen signature of all parties who signs the contract, or a copy of passport of all parties who signs the contract.  
(3) Copy of business registration of the employer company issued by the Department of Business Development, Ministry of Commerce of Thailand  
(4) Letter of approval from the Ministry of Labour (in case you are newly recruited) or a copy of work permit (in case you are a current employee)
### Document checklist for Thai visa application

<table>
<thead>
<tr>
<th>Remarks</th>
<th>Detailed requirements</th>
</tr>
</thead>
</table>
| **To study in Thailand – Please apply for Non-immigration ED visa (Non-ED)**  
- If you are a newly recruited student  
  (1) Letter of acceptance from the receiving school/university or institute in Thailand signed by the authorized person. The letter must be attached with a copy of passport of the one who signs the letter.  
  (2) A copy of school/university registration certificate/license of the receiving school/university in Thailand.  
  (3) Letter from the Ministry of Education of Thailand  
  (4) Letter of sponsorship or letter of self-sponsorship, please refer to remark g. for further details.  
  (5) A copy of course syllabus  
  (6) Copy of the latest degree certificate and transcript of your previous institution | |
| - If you are a current student  
  (1) A letter certifying student status from the receiving school/university or institute in Thailand signed by the authorized person. The letter must be attached with a copy of passport of the one who signs the letter.  
  (2) A copy of school/university registration certificate/license of the receiving school/university in Thailand.  
  (3) Letter from the Ministry of Education of Thailand  
  (4) Letter of sponsorship or letter of self-sponsorship, please refer to Remark g. for further details.  
  (5) Copy of transcript (in case of normal curriculum) or attendance record (in case of language school) | |
| **To attend conference/seminar/training in Thailand – Please apply for Non-immigration ED visa (Non-ED)**  
(1) Invitation letter from the concerned agency/organization/company in Thailand. The letter must be signed by authorized person and affixed the seal of the inviting entity. The letter and signature must be original. Scanned copy will not be accepted.  
(2) Copy of the specimen signature of the authorized person who signs the letter, or a copy of passport of the authorized person/managing director who signs the letter.  
(3) Copy of entity registration certificate of the inviting agency/organization. If an inviting entity is a private company, the certificate must be issued by the Department of Business Development, Ministry of Commerce of Thailand. | |
| **To visit a family member in Thailand – Please apply for Non-immigration O visa (Non-O)**  
- To visit a married Thai spouse  
  (1) A reference letter from Thai spouse detailing relationship and address of couple’s residence. A copy of Thai ID card of the Thai spouse, must be attached.  
  (2) A copy of marriage certificate  
- To visit a child with an unmarried Thai spouse  
  (1) A reference letter from the unmarried Thai spouse detailing relationship and address of couple’s residence. A copy of Thai ID card of the spouse must be attached.  
  (2) A copy of birth certificate of the child  
- To register marriage with a Thai citizen please apply for tourist visa | |
| **To seek medical treatment in Thailand – Please apply for Medical visa (MT)**  
- For a traveler who has no medical record in Thailand  
  (1) A medical certificate/record from a hospital in the applicant’s country with doctor’s recommendation to seek medical treatment in Thailand. Name and contact details of the doctor in charge of the applicant’s case must be included in the said certificate/record.  
  (2) A proof of funds in the applicant’s bank statement in the amount equivalent to 50 USD for each full day staying in Thailand. A minor aged below 18 years old accompanied by a parent to Thailand is exempted.  
- For a traveler who has medical record in Thailand  
  (1) An appointment letter from a hospital in Thailand with doctor’s recommendation to follow up medical treatment in Thailand. Name and contact details of the hospital personnel in charge of the applicant’s case must be included in the said certificate/record.  
  (2) A proof of funds in the applicant’s bank statement in the amount equivalent to 50 USD for each full day staying in Thailand. A minor aged below 18 years old accompanied by a parent to Thailand is exempted.  
- For patients with emergency case of serious illness Please contact the Embassy | |
| **To assume duties in diplomatic mission in Thailand – Please apply for Diplomatic visa (D)**  
(1) Note Verbale/official letter from the Ministry of Foreign Affairs or relevant government agency or international organization  
(2) The applicant is exempted from submitting documents number 4-9 on the first page. | |
| **To temporarily perform official function in Thailand – Please apply for Official visa (F)**  
(1) Note Verbale/official letter from the Ministry of Foreign Affairs or relevant government agency or international organization  
(2) The applicant holding a diplomatic and official passport is exempted from submitting documents number 4-9 on the first page. | |
| **For other purpose of visits**  
Please visit www.thaiembassynigeria.com, or contact the Embassy’s Consular Section by telephone number +234-706-308-0501 (Nigeria) between 10.00-16.00 hrs. (break time between 12.00-14.00 hrs.) or by email address: consular.aibj@mfa.go.th | |

25 March 2019