

Thailand Visa Checklist

The U.S.-China Chamber of Commerce can process Business Visas. A Business Visa is issued to a person who is invited to Thailand for business purposes. It is also known as a Non-Immigrant Business Visa.

Please call us before sending the documents. Once we have confirmed that you have all documents, assemble the documents and send it to our office at:

ATTN: Mai Hoang
U.S.-China Chamber of Commerce
55 W. Monroe Street, Suite 630
Chicago, IL 60603
Phone: (312)368-9911

For Business Visa:

- Valid Passport
 - Passport must have at least six months validity
 - Passport must contain at least one completely blank visa page.
- Completed and signed visa application form
 - Visa form must be completed in BLOCK letters
- Two (2) recent passport-sized photos
 - Photographs must be against a white background with a full-face view of the person without hat or dark glasses.
- Copy of a recent bank statement
 - Bank statement must show evidence of adequate finance (\$700 per person and \$1500 per family)
- Letter of business from US Company
 - Letter must indicate the applicant's position in the company, length of employment, salary, and purpose of visit to Thailand, indicate who will be financially responsible for the applicant, provide contact information in Thailand, and state the validity of the visa applied
 - Must be written on company letterhead
 - **This must be an original letter**
 - **PLEASE NOTE:** If self-employed, a business license or business registration indicating the applicant's name is also required
- Letter of invitation from company in Thailand
 - Letter must include the name and title of visa applicant, passport number, detailed description of the purpose of the visit, the probable duration of stay, the validity of the visa applied for, organizations and places to be visited, and provide the contact information of the Thai company
 - Must be written on company letterhead
 - **An original invitation letter is required**

- Corporate documents of associated partners/companies in Thailand such as:
 - Business registration or business license

Non-US Passport Holders

- A copy of permanent resident alien card (green card) with employment verification or a copy of valid US visa with employment verification letter

*Please note: The Thailand Consulate has the right to request additional documents as deemed necessary and also reserves the right to reject any application without having to provide a reason.



APPLICATION FOR VISA
Royal Thai Consulate-General

700 N. Rush Street, Chicago, Illinois 60611
Tel.(312) 664-3129 Fax.(312) 664-3230
consulate_visa@yahoo.com www.thaichicago.net

Please Indicate Type of Visa Requested

- Diplomatic Visa
- Official Visa
- Courtesy Visa
- Non-Immigrant Visa
- Tourist Visa
- Transit Visa

Number of Entries Requested _____

Please attach
2 photographs
taken within
the last 6 months
(2x2 inches)

Mr. Mrs. Miss _____

First Name Middle Name Family Name (in BLOCK letters)

Former Name (if any) _____ Countries for which travel document is valid _____

Nationality _____ Proposed Address in Thailand _____

Nationality at Birth _____

Birth Place _____ Marital Status _____

Date of Birth _____ Name and Address of Local Guarantor _____

Type of Travel Document _____

No. _____ Issued at _____ Tel./Fax. _____

Date of Issue _____ Expiry Date _____ Name and Address of Guarantor in Thailand _____

Occupation (specify present position and name of employer) _____ Tel./Fax. _____

Current Address _____

Tel. _____ E-mail _____

Permanent Address (if different from above) _____

Tel. _____

Names, dates and places of birth of minor children (if accompanying) _____

Date of Arrival in Thailand _____

Traveling by _____

Flight No. or Vessel's name _____

Duration of Proposed Stay _____

Date of Previous Visit to Thailand _____

- Purpose of Visit: Tourism Transit
 Business Diplomatic/Official
 Other (please specify) _____

Attention for Tourist and Transit Visas Applicants
 I hereby declare that the purpose of my visit to Thailand is for pleasure or transit only and that in no case shall I engage myself in any profession or occupation while in the country.
 Signature _____ Date _____

FOR OFFICIAL USE mfa visa form 10092007

Application/Reference No. _____
 Visa No. _____
 Type of Visa:
 Diplomatic Visa Official Visa Courtesy Visa
 Non-Immigrant Visa Tourist Visa Transit Visa
 Category of Visa: _____
 Number of Entries:
 Single Double Multiple _____ Entries
 Date of Issue _____ Fee _____
 Expiry Date _____
 Documents Submitted _____
 Authorized Signature and Seal _____

<<<YOUR COMPANY'S LETTERHEAD>>>

To: Consulate General of Thailand

<<DATE>>

Dear Consul General:

This letter is to confirm that Mr./ Mrs. <<Your First and Last Names>> is one of our employees who is engaged as a(n) <<Position>> for <<Your Company Name>>. Mr./ Mrs. <<Your Last Name>> has been with << Your Company>> for the last <<#>> years, and will be traveling to<<city>>, <<country>> from <<date of entry>> to <<date of exit>> for total of <<#>> of days to conduct the following business activities:

1. <<Detail as much as possible the business to be conducted>>
2. <<more details>>
3. <<more details>>

While in your country, Mr./Mrs. <<Your Last Name>> will visit <<Person name>>, <<Person Title>>, <<Visiting Company's Name, Address, and Phone Number>>.

Mr./Mrs. <<Your Last Name>> will be staying at <<hotel name, address, and phone number>> during the trip. <<Company Name>> hereby guarantees sufficient funds for Mr./ Mrs. << Your First and Last Names >> Stay, as well as accommodation, round trip air transportation, and full medical insurance coverage.

Therefore, I kindly ask to issue Mr./ Mrs. << Your First and Last Names >> <<type (e.g. Business 1year, multi-entry)>> visa at your earliest convenience. Thank you for your assistance. Please contact me should you have any questions.

Sincerely,

<<Supervisor's signature>>

<<Supervisor's Name and Last Name

<<Title>>

<<Phone Number>>



UNITED STATES OF AMERICA-CHINA CHAMBER OF COMMERCE

Thailand Visa Application Fee Schedule

中美總商會

Name (First, Middle, Last) _____

Company _____

Return Address* _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____ Email _____

Type of Address: Residential Commercial/Industrial

For Residential Delivery – Signature Required**: Yes No

* FedEx and UPS cannot deliver to a P.O. Box address.

** Unless otherwise requested, adult signature is required. A person needs to be present to receive the package. Additional charges may apply.

Visa Type and Fee	Quantity	Unit Price	Amount
Consular (Third Party)			
3 Month Single Entry Visa		\$80.00	
1 Year Multiple Entry Visa		200.00	
USCCC			
Processing Fee		160.00	
Shipping***			
<input type="checkbox"/> Company/Applicant Shipping Account			
<input type="checkbox"/> FedEx <input type="checkbox"/> UPS Account Number: _____			
<input type="checkbox"/> USCCC Account****		32.50	
Photo (if applicable)*****		3.50	
Sub Total			
Credit Card Processing Fee 4.9% (Input 1 If Paid by Credit Card)		4.9%	
Total			

*** Additional shipping fees will be charged in order to ship to the Royal Embassy of Saudi Arabia.

**** \$32.50 is an estimate of domestic shipping fees. Shipping fees may be higher. Contact USCCC with any questions about shipping.

***** If photo is not enclosed, please email a high resolution passport style photo to info@usccc.org for printing.

Payment Information: Check enclosed for: _____ Credit Card

Type of Credit Card: Visa MasterCard American Express

Name as Appears on Credit Card _____

Credit Card Number _____ Exp Date (mm/yyyy) _____