

Non-Immigrant B visa (Teach in Thailand)

Step 1 – Online e-Visa Application

The applicant who does not have a valid visa or re-entry permit must apply for a visa by: Complete the online e-Visa Application at <https://thaievisa.go.th/> and upload the following documents in PDF format:

1. One passport-size photograph (2"x2" – JPEG format) taken within 6 months.
Photographs must have a light color background with a full- face view of the person without wearing a hat or dark glasses and covering up shoulders
2. A copy of Passport (must not expire within 6 months)
3. To obtain an Employment Visa, letter of approval from the Ministry of Labour is requested. (To obtain this letter, the prospective employer in Thailand is required to submit Form WP3 at the Office of Foreign Workers Administration, Department of Employment, Ministry of Labour or at a Provincial Employment Office in the respective province. Further information is available at www.doe.go.th/workpermit/index.html).
4. 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).
5. Copy of Work Permit issued by the Ministry of Labour. (Only in case the applicant has previously worked in the Kingdom).
6. Copy of educational records of the applicant (copy of degree/diploma) and letters of recommendation from the prior employers, identifying job description and length of service time.
7. A copy of a Police Certificate Clearance stating that the applicant has no criminal record in Canada.
8. ***For non-Canadian citizens***
–a copy of the permanent resident card or a copy of valid Canadian Work/Study Visa/Permit
- For self-employed, business license or business registration indicating the applicant's name.

Processing time: minimum 5 business days, **you should plan your flight properly to minimize your risk of not getting a visa and COE in time**

Fee – \$130 for single entry. There will be **NO REFUND** if visa application is rejected or you apply for wrong type of visa.

To Remind: Your visa request may be denied when:

- (1) upload unprepared documents and photo;
- (2) information uploaded does not meet requirement; and
- (3) applying for wrong visa.

Step 2 – Submit the e-appointment slip and Passport

Upon completion of an online visa application from the applicant, the Royal Thai Consulate-General will review the application. The applicants must submit the following documents to the Royal Thai Consulate-General **by mail (only) / No walk-ins allow:**

- (1) Signed e-appointment slip with barcode reference no.
- (2) An original passport
- (3) Self-addressed return envelope
 - by Canada Post or Prepaid Courier Service
 - Metered stamps are not accepted

Please write your name clearly and record your tracking number of return mail for future reference. WE WILL NOT PROVIDE TRACKING NUMBER INFORMATION.

Mailing address:

**Royal Thai Consulate-General
1040 Burrard Street
Vancouver, BC V6Z 2R9**

The Royal Thai Consulate do not accept any responsibility for any damage or loss.

Please note: Consular officers reserve the right to request additional documents as deemed necessary and also reserve the right to reject any application without having to provide reason.