

(ROYAL EMBLEM)

**ORDER OF THE IMMIGRATION BUREAU
No. 305/2551**

**Subject: List of Supporting Documents for Consideration of an Alien's Application
for a Temporary Stay in the Kingdom of Thailand**

Pursuant to Order No. 777/2551 dated November 25, 2008 issued by the Royal Thai Police Bureau concerning the criteria and conditions for consideration of an alien's application for a temporary stay in the Kingdom of Thailand,

List of Supporting documents for consideration of an alien's application for a temporary stay in the Kingdom of Thailand, as shown in the attachment hereto, are determined by virtue of the provisions stated in Clause 2 of Royal Thai Police Order No. 777/2551 dated November 25, 2008.

This Order is effective as of November 25, 2008.

Given on December 3, 2008

Police Lieutenant General (signature)
(Chatchawal Suksomjit)
Commissioner of the Immigration Bureau

**List of Supporting Documents for Consideration of an Alien's Application for a Temporary Stay
in the Kingdom of Thailand**

**Attachment to Order of the Immigration Bureau
No. 305/2551 dated December 3, 2008**

Reasons of Necessity	List of Documents
<p>2.1 In the case of business necessity, for example, the applicant must stay to carry out work for a company or partnership: Each permission shall be granted for no more than one year.</p>	<ol style="list-style-type: none"> 1. Application form 2. Copy of applicant's passport 3. Certificate of alien's employment in the format prescribed by the Immigration Bureau 4. Copy of work permit (in the case of change of workplace, an acknowledgment of application may be used) 5. Copy of evidence proving company registration, such as a certificate of company or partnership registration, certified by the registrar within the previous six months 6. Copy of list of shareholders certified by the registrar within the previous six months 7. Copy of balance sheet and profit and loss statement for the latest year, together with income tax return for companies or juristic partnerships and payment receipt 8. Copy of latest monthly withholding income tax return specifying the names of employees and of the alien applicant together with a copy of payment receipt 9. Copy of the individual income tax return for the latest year and payment receipt (if any) 10. Copy of social security contribution return for the latest month, as filed with the Social Security Office (Form Sor Por Sor.1-10) and payment receipt 11. Document or evidence proving the necessity of the business to hire the alien, for example, in case a job opening was posted for Thai candidates but there were no applicants 12. Location map showing the applicant's workplace and photographs of interior and exterior of the workplace during business hours 13. Documents or other evidence requested by the Committee monitoring official proceedings of officers of the Immigration Bureau 14. For an international trade business (representative office), regional office, and overseas company (branch office), documents specified in Criteria 6, 7, and 11 are not required.

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<p>2.2 In the case of necessity where the applicant must carry out duties relating to investment approved by the relevant ministry, bureau, and department: Each permission shall be granted for no more than one year.</p>	<ol style="list-style-type: none"> 1. Application form 2. Copy of applicant's passport 3. Copy of work permit 4. Letter of confirmation and request for a temporary stay issued by the relevant ministry, bureau, and department
<p>2.3 In the case of necessity where the applicant must carry out duties for the government, state enterprise, or other government agency: Each permission shall be granted for no more than one year.</p>	<ol style="list-style-type: none"> 1. Application form 2. Copy of applicant's passport 3. Copy of work permit 4. Letter of confirmation and request for a temporary stay issued by the government, state enterprise, or other relevant government agency 5. Evidence proving the status of the government agency (if any)
<p>2.4 In the case of tourism purposes: Each permission shall be granted for no more than 30 days. However, the total period of stay shall not exceed 90 days from the date of entry into the Kingdom.</p>	<ol style="list-style-type: none"> 1. Application form 2. Copy of applicant's passport
<p>2.5 In the case of investment: Each permission shall be granted for no more than one year.</p>	<p>A. Investment of no less than Baht 3 million:</p> <ol style="list-style-type: none"> 1. Application form 2. Copy of applicant's passport 3. Copy of evidence showing a transfer of funds from a foreign country to a bank in Thailand 4. Copy of a condominium purchase agreement and a copy of the ownership registration of said condominium issued by the government or relevant agency (in the case of purchase of a condominium); or 5. Funds deposit certificate issued by a bank and a copy of evidence of the funds deposit (only in the case of investment in funds deposit); or 6. Copies of bond certificates (only in the case of investment in a purchase of government or state enterprise bonds)

Reasons of Necessity	List of Documents
	<p>B. Investment of no less than Baht 10 million:</p> <ol style="list-style-type: none"> 1. Application form 2. Copy of applicant's passport 3. Copy of evidence showing a transfer of funds from a foreign country to a bank in Thailand 4. Copy of a condominium purchase agreement and a copy of the ownership registration of said condominium issued by the government or relevant agency (in the case of purchase of a condominium) or a copy of a long-term lease agreement; or 5. Funds deposit certificate issued by a bank and a copy of evidence of the funds deposit (only in the case of investment in funds deposit); or 6. Copies of bond certificates (only in the case of investment in a purchase of government or state enterprise bonds)
<p>2.6 In the case of a teacher, professor, or expert in a state educational institution: Each permission shall be granted for no more than one year.</p>	<ol style="list-style-type: none"> 1. Application form 2. Copy of applicant's passport 3. Copy of work permit 4. Letter of confirmation and request for a temporary stay issued by the educational institution, specifying the applicant's title, monthly salary rate, and term of employment 5. Copy of a teaching license or a certificate of license issued by the Teacher's Council of Thailand or a copy of a letter of waiver issued by the Teacher's Council of Thailand or a copy of an acknowledgment of waiver request issued by the Teacher's Council of Thailand (except for teachers, instructors, or experts of higher education)
<p>2.7 In the case of a teacher, professor, or expert in a private educational institution: Each permission shall be granted for no more than one year.</p>	<p>- For education in school system such as general education, English program schools, vocational schools that follow the Ministry of Education's curriculum, and international schools:</p> <ol style="list-style-type: none"> 1. Application form 2. Copy of applicant's passport 3. Copy of work permit 4. Copy of evidence of permission to establish said educational institution issued by the relevant government agency 5. Letter of confirmation and request for a temporary stay issued by the educational institution, specifying the applicant's title, monthly salary rate, and term of employment, together with a copy of a letter of teacher appointment in the format required by the Private Education Commission 6. Copy of a teaching license or a copy of a certificate of license issued by the Teacher's Council of Thailand or a copy of a letter of waiver issued by the Teacher's Council of Thailand or a copy of an acknowledgment of waiver request issued by the Teacher's Council of Thailand

Reasons of Necessity	List of Documents
	<p>- For education of non-school system</p> <ol style="list-style-type: none"> 1. Application form 2. Copy of applicant's passport 3. Copy of work permit 4. Copy of evidence of permission to establish said educational institution issued by the relevant government agency 5. Letter of confirmation and request for a temporary stay issued by the educational institution, specifying the applicant's title, monthly salary rate, and term of employment 6. Copy of a letter of teacher appointment in the format required by the Private Education Commission <p>- For institutes of higher education</p> <ol style="list-style-type: none"> 1. Application form 2. Copy of applicant's passport 3. Copy of work permit 4. Copy of evidence that permission has been granted to establish said educational institution issued by the relevant government agency 5. Letter of confirmation and request for a temporary stay issued by the dean of the educational institution specifying the applicant's title, monthly salary rate, and term of employment
<p>2.8 In the case of enrollment in a state educational institution: Each permission shall be granted for a period of study certified by the educational institution, which shall not exceed one year.</p>	<ol style="list-style-type: none"> 1. Application form 2. Copy of applicant's passport 3. Letter of confirmation and request for a temporary stay, issued by the educational institution, which shows detailed information about the applicant's years of education, level of curriculum, and educational achievement
<p>2.9 In the case of enrollment in a private educational institution: Each permission shall be granted for a period certified by the educational institution, which shall not exceed one year.</p>	<ol style="list-style-type: none"> 1. Application form 2. Copy of applicant's passport 3. Copy of evidence of permission to establish the educational institution issued by the relevant government agency 4. Letter of confirmation and request for a temporary stay, issued by the educational institution, which shows detailed information about the applicant's years of education, level of curriculum, and educational achievement 5. Confirmation letter issued by a government agency at the departmental level or by the Provincial Governor in charge of that particular institution (except in the case of enrollment in an international school or in the case of higher education)

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<p>2.10 In the case of conducting training or research in a university or research institute: Each permission shall be granted for no more than one year.</p>	<ol style="list-style-type: none"> 1. Application form 2. Copy of applicant's passport 3. Letter of confirmation and request for a temporary stay issued by the dean of that university or by the head of that research institution 4. Only in the case of Criterion (3), the applicant must attach a letter of confirmation and request for a temporary stay issued by the relevant government agency.
<p>2.11 In the case of being a family member of an alien who has been permitted a temporary stay in the Kingdom for enrollment in an educational institution according to Clauses 2.8 or 2.9 hereof (applicable only to parents, spouse, children, adopted children, or spouse's children): Each permission shall be granted for no more than one year.</p>	<ol style="list-style-type: none"> 1. Application form 2. Copy of applicant's passport 3. Copy of the passport of the alien who has been permitted to stay in the Kingdom for education purposes 4. Copy of documents showing proof of relationship, such as a marriage certificate, a birth certificate, registration of child legitimization, household registration certificate, child adoption registration certificate, or other evidence issued by the government or relevant agency 5. Only in the case of Criterion (5), the applicant must attach a funds deposit certificate issued by a bank in Thailand and a copy of a bankbook.
<p>2.12 In the case of performing duties in the mass media: Each permission shall be granted for no more than one year.</p>	<ol style="list-style-type: none"> 1. Application form 2. Copy of applicant's passport 3. Copy of work permit 4. Letter of confirmation and request for a temporary stay issued by the Government Public Relations Department or the Department of Information, Ministry of Foreign Affairs
<p>2.13 In the case of studying Buddhism or practicing religious activities: Each permission shall be granted for no more than one year.</p>	<ol style="list-style-type: none"> 1. Application form 2. Copy of applicant's passport 3. Confirmation letter from the National Office of Buddhism, Office of the Prime Minister, Mahachulalongkornrajavidyalaya University, Mahamakut Buddhist University, or other educational institutions for monks 4. Confirmation letter from the abbot of the temple where the applicant is studying Buddhism or practicing religious activities
<p>2.14 In the case of a missionary: Each permission shall be granted for no more than one year.</p>	<ol style="list-style-type: none"> 1. Application form 2. Copy of applicant's passport 3. Confirmation letter from the Department of Religious Affairs or the National Office of Buddhism 4. Letter of confirmation and request for a temporary stay issued by the religious organization

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<p>2.15 In the case of a skilled laborer or a medical expert or a practitioner of other professions for the purpose of transferring knowledge to Thai people: Each permission shall be granted for no more than 90 days.</p>	<ol style="list-style-type: none"> 1. Application form 2. Copy of applicant's passport 3. Letter of confirmation and request for a temporary stay issued by the relevant organization or agency
<p>2.16 In the case of installation or repair of machines, aircraft, or ocean vessels: Each permission shall be granted for no more than 90 days.</p>	<ol style="list-style-type: none"> 1. Application form 2. Copy of applicant's passport 3. Letter of confirmation and request for a temporary stay issued by the relevant organization or agency
<p>2.17 In the case of an actor, vocalist, or musician working at a hotel or an entertainment company in Thailand with a paid-up registered capital of no less than Baht 20 million: Each permission shall be granted for no more than 120 days.</p>	<ol style="list-style-type: none"> 1. Application form 2. Copy of applicant's passport 3. Copy of work permit 4. Copy of the employment agreement to work as an actor, vocalist, or musician 5. Copy of evidence proving company registration, such as a certificate of company or partnership registration, certified by the registrar within the previous six months 6. Only for companies in the entertainment business, the applicant must attach a copy of the list of shareholders certified by the registrar within the previous six months. 7. Copy of the latest monthly withholding income tax return specifying the applicant's name together with payment receipt 8. Copy of individual income tax return for the latest year together with payment receipt
<p>2.18 In the case of being a family member of a Thai national (applicable only to parents, spouse, children, adopted children, or spouse's children): Each permission shall be granted for no more than one year.</p>	<ol style="list-style-type: none"> 1. Application form 2. Copy of applicant's passport 3. Copy of documents proving relationship, such as a marriage certificate, a birth certificate, registration of child legitimization, household registration certificate, child adoption registration certificate, or other evidence from the government or relevant agency 4. Copy of evidence proving the Thai nationality of the spouse, parents, children, or adopted children, such as a national ID card, copy of household registration certificate, or other evidence issued by the government or relevant agency

Reasons of Necessity	List of Documents
	<p>5. Only for Criteria (5) and (6), the applicant must attach a funds deposit certificate issued by a bank in Thailand and a copy of a bankbook, or attach documents proving that the parents or alien husband earns an average monthly income of no less than Baht 40,000 throughout the year, such as any particular individual income tax return together with payment receipt, evidence of receiving retirement pension, evidence of receiving interest from funds deposit, or evidence of having other funds issued by the relevant agency. An affidavit must also be submitted confirming the alien's marital or parental status with a Thai national.</p>
<p>2.19 In the case of being a family member of a Thai resident (applicable only to parents, spouse, children, adopted children, or spouse's children): Each permission shall be granted for no more than one year.</p>	<ol style="list-style-type: none"> 1. Application form 2. Copy of applicant's passport 3. Copy of documents proving relationship, such as a marriage certificate, a birth certificate, registration of child legitimization, household registration certificate, child adoption registration certificate, or other evidence from the government or relevant agency 4. Copy of residence permit and copy of alien residence certificate
<p>2.20 In the case of being a family member of an alien permitted a temporary stay in the Kingdom under Criteria 2.1, 2.2, 2.3, 2.5, 2.6, 2.7, 2.10, 2.12, 2.13, 2.14, 2.15, 2.16, 2.17, 2.21, 2.22, 2.26, or 2.29 hereof or Section 34(7) (applicable only to parents, spouse, children, adopted children, or spouse's children): Each permission shall be granted for no more than one year.</p>	<ol style="list-style-type: none"> 1. Application form 2. Copy of applicant's passport 3. Copy of the passport of the alien who has been permitted to stay in the Kingdom 4. Copy of documents proving relationship, such as a marriage certificate, a birth certificate, registration of child legitimization, household registration certificate, child adoption registration certificate, or other evidence from the government or relevant agency

Reasons of Necessity	List of Documents
<p>2.21 In the case of necessity where the alien must stay to perform duties in a public charitable organization, a foreign private company, a foundation, an association, a foreign chamber of commerce, the Thai Chamber of Commerce, or the Federation of Thai Industries:</p> <p>Each permission shall be granted for no more than one year. In the case where there is no certification made by any government agency under Criterion (3) hereof, each permission shall be granted for no more than 90 days.</p>	<ol style="list-style-type: none"> 1. Application form 2. Copy of applicant's passport 3. Copy of work permit 4. Copy of evidence of permission to establish the organization or a copy of the permit to enter into and operate the organization in the Kingdom issued by the relevant government agency 5. Letter of confirmation and request for a temporary stay issued by the organization 6. List of aliens working in the organization 7. Only in the case of Criterion (3), the applicant must attach a letter of confirmation or request for a temporary stay issued by the head of a government agency equivalent to or higher than the departmental level or by the head of a state enterprise or by the head of another government agency relating to the organization.
<p>2.22 In the case of retirement:</p> <p>Each permission shall be granted for no more than one year.</p>	<ol style="list-style-type: none"> 1. Application form 2. Copy of applicant's passport 3. Evidence of income such as a retirement pension, interest or dividends; and/or 4. Funds deposit certificate issued by a bank in Thailand and a copy of a bankbook 5. Only in the case of Criterion (6), the applicant must submit documents equivalent to Clauses 1-4 stated above.
<p>2.23 In the case of a person who used to have Thai nationality or whose parent is or was of Thai nationality visiting relatives or returning to his or her original homeland:</p> <p>Each permission shall be granted for no more than one year.</p>	<ol style="list-style-type: none"> 1. Application form 2. Copy of applicant's passport 3. Copy of documents proving that the applicant used to have Thai nationality or that his/her parent is or was of Thai nationality <p>(In the case that the evidence of having Thai nationality is inconsistent with the information shown in the passport, the applicant must submit a confirmation letter from the embassy or consulate, or document verifying the applicant as being the same individual, such as an affidavit from a reliable person.)</p>

Reasons of Necessity	List of Documents
<p>2.24 In the case of visiting a spouse or children who are of Thai nationality: Permission shall be granted for one time and no more than 60 days.</p>	<ol style="list-style-type: none"> 1. Application form 2. Copy of applicant's passport 3. Copy of household registration certificate 4. Copy of national ID card of the person having Thai nationality 5. Copy of a marriage certificate or copy of a birth certificate
<p>2.25 In the case of receiving medical treatment, attending rehabilitation, or taking care of a patient: Each permission shall be granted for no more than 90 days.</p>	<ol style="list-style-type: none"> 1. Application form 2. Copy of applicant's passport 3. Letter of confirmation and request for a temporary stay issued by a physician of the hospital providing said treatment 4. In the case of taking care of a patient, the applicant must attach a letter of confirmation and request for a temporary stay issued by a physician of the hospital providing said treatment and documents stating relationship (in the case that the caretaker is a member of the family), such as a marriage certificate, a birth certificate, registration of child legitimization, child adoption registration certificate, or confirmation letter from the embassy or consulate.
<p>2.26 In the case of litigation or court proceedings: Each permission shall be granted for no more than 90 days .</p>	<ol style="list-style-type: none"> 1. Application form 2. Copy of applicant's passport 3. Confirmation letter from an inquiry official involved with the case, official paper or document confirming that the applicant is being involved with the litigation or court proceedings of the case.
<p>2.27 In the case of performing duties or missions for a government agency, state enterprise, other government agency or embassy or consulate or international organization: Each permission shall be granted for no more than 90 days. An exception is made in the case of necessity, on a case-by-case basis, where each permission shall be granted for no more than one year.</p>	<ol style="list-style-type: none"> 1. Application form 2. Copy of a passport of an applicant 3. Letter of confirmation and request for a temporary stay issued by a government agency of the departmental level or equivalent; the head of a state enterprise; the head of another government agency; or a police officer of a level equivalent to or higher than the divisional level; or a military officer of a command unit under the Ministry of Defense, Royal Thai Armed Forces Headquarters, Royal Thai Army, Royal Thai Navy, or Royal Thai Air Force, who is a Major General, Rear Admiral, Air Vice Marshal, or officer of a higher ranking; or by an international organization

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<p>2.28 In the case of necessity, with certification or request made by an embassy or consulate:</p> <p>(1) In the case of necessity, each permission shall be granted for no more than 30 days.</p> <p>(2) For training cases only, each permission shall be granted for no more than 90 days.</p>	<ol style="list-style-type: none"> 1. Application form 2. Copy of applicant's passport 3. Letter of confirmation and request for a temporary stay from the embassy and consulate in Thailand 4. Only in the case of training, the applicant must have been granted a work permit.
<p>2.29 In the case of proof of nationality:</p> <p>Each permission shall be granted for no more than 180 days.</p>	<ol style="list-style-type: none"> 1. Application form 2. Copy of applicant's passport 3. Confirmation letter from the relevant government agency
<p>2.30 In the case of an actor, vocalist, musician, or performance director, including persons responsible for entertaining performances or plays conducted from time to time:</p> <p>Each permission shall be granted for no more than 90 days.</p>	<ol style="list-style-type: none"> 1. Application form 2. Copy of applicant's passport 3. Copy of work permit 4. Letter of confirmation and request for a temporary stay from the relevant private sector entity
<p>2.31 In the case of a person in charge of conveyance and crew of conveyance who entered through a port, station, or locality in the Kingdom, and has not departed from the Kingdom:</p> <p>Each permission shall be granted for no more than 90 days.</p>	<ol style="list-style-type: none"> 1. Application form 2. Copy of applicant's passport 3. Letter of confirmation and request for a temporary stay from the relevant government or private organization or agency