

## **Non-Immigrant B**

1. The application form printed and signed by the applicant. The signature must be the same as the one in the passport.
2. A recent color photograph, 3,5 x 4,5 cm. (Photocopies are not accepted). The photograph must be taken formally, white background, without wearing a hat or dark glasses and must be taken within 6 months. Informal photographs will not be accepted.
3. Original valid passport at least 6 months without any defect.
4. A copy of the passport (first page containing applicant information)
5. Different documents according to case as follows:

### **In case your purpose is to enter to work as employee of a company / private company in Thailand**

#### **INDISPENSABLE AND PLEASE INFORM YOUR CONTRACTOR IN ADVANCE:**

- The pre-work permit issued by the Ministry of Labor (Tor Thor. 3) requested by the contractor (except for Japanese visa applicants).
- A letter of employment issued by the company / company in Thailand signed by the authorized company / company and a copy of official identification of such signer.
- Incorporation / registration of the company in Thailand together with the list of shareholders of the company (issued no longer than 6 months).
- Work permit (Only when the applicant wish to go to work with the same employer).

### **If your purpose is to work as a teacher / academic employee in primary or vocational education institutes, public or private, in Thailand**

- A letter of certification of the institute under the Ministry of Education.
- An employment letter issued by the institute / school, signed by the authorized of such institute / school, together with a copy of identification of such signer.
- Registration of such institute / school as educational center in Thailand.
- A letter of no criminal record issued in your own country.
- Title or certificate of your studies.
- Work permit (Only when the applicant wish to go to work with the same institute / school).

**In case your purpose is to enter to work as a teacher / academic employee in  
The public / private / colleges / universities in Thailand**

- A letter of employment issued by the college / university, signed by the authorized author of such college / university, together with a copy of the identification of such signatory.
- Registration of such college / university as a center of education in Thailand.
- A letter of no criminal record issued in your own country.
- Title or certificate of your studies.
- Work permit (Only when the applicant wish to go to work with the same institute / school).

**In case your purpose is to attend business meetings, conduct business,  
participate in program / training course under the same company / the same  
group of companies**

- A letter of employment, issued by the company in your country, in which the position and current salary of the applicant, purpose of such business trip to Thailand and the name of the Company in Thailand.
- An invitation letter from the company in Thailand and a copy of the official identification of the signer of such letter.
- Incorporation / registration of company / company in Thailand (issued no longer than 6 months).
- Proof of transport reservation showing date of entry and departure to / from Thailand.

There must be the name of the applicant in the document.

- Proof of income (letter of employment and / or bank statement).

NOTE: If your purpose is to participate in MICE activities (Meetings, Incentives, Conventions & Exhibitions), subsidized by the Thailand Convention & Exhibition Bureau (TCEB), must be applied for a one-entry tourist visa.

## **GENERAL NOTES:**

- All applicants for Non-Immigrant visas, it is also advisable to present transport reservation and hotel / accommodation reservations even if we do not ask for them.
- Applicants who do not have a passport from Mexico, or Guatemala, Belize, Cúba, Honduras or Nicaragua, where the Royal Embassy of Thailand in Mexico has jurisdiction, must present a copy of proof of residence in Mexico (FM2 / FM3).
- If you send the documents by courier, you must send a prepaid guide that includes collection so that the passport is returned.
- **INDISPENSABLE: YOU MUST** bring the original proof of payment. Applicants must pay the cost of the corresponding visa in the bank account of the Embassy.

## **IMPORTANT:**

1. Payments in Mexico: Only Scotiabank deposit forms are accepted. Interbank transfers and transfers are not accepted.
2. Payments abroad (outside Mexico), at the time of making the deposit must also pay the commission charged by the bank for the international transfer (35.53 USD, approx.).
3. Payments in GUATEMALA: TRANSFERS OF THE INDUSTRIAL BANK ARE ONLY ACCEPTED (NO JP MORGAN CHASE, NO BAC)