

Checklist of documents for visa application
to be sent (in a single email) to visa@thaiembassy.at for pre-approval
only for applicants who wish to apply for visa by post

****Important Notice****

1. Please ensure that you have registered online before sending the documents to the Embassy: REGISTER HERE: <https://forms.gle/dyNXsed5MoVqpBN78>
2. The Embassy may request additional documents as deemed necessary
3. For more info: <https://www.thaiembassy.at/en/visa-application-by-post.html>

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1. Tourist Visa “TR” – for tourism purposes only (can stay for 60 days)¹

- Completed visa application form, with a recent passport photo affixed
- Copy of passport
- Copy of registration of residency of Austria, Slovakia or Slovenia if you are not a citizen of Austria, Slovakia or Slovenia

2. Special Tourist Visa “STV” – for tourism purposes only (can stay for 90 days)²

- Completed visa application form, with a recent passport photo affixed
- Copy of passport
- Copy of registration of residency of Austria, Slovakia or Slovenia if you are not a citizen of Austria, Slovakia or Slovenia
- Duly legalised criminal record, issued within the last 3 months
- Duly legalised medical certificate, issued within the last 3 months³
- Health insurance certificate issued by a Thai insurer⁴
 - Covers at least 90 days or the whole period of stay
 - has outpatient benefit of not less than 1,300 EUR
 - has inpatient benefit of not less than 13,000 EUR
 - covers all medical expenses including COVID-19 at least 100,000 USD
- Evidence of accommodation for at least 90 days or the whole period of stay, either
 - Fully paid hotel reservation⁵
 - Fully paid residential lease⁶
 - Hire-purchase or mortgage agreement
 - Condominium title deed

3. Non-Immigrant Visa “O” (can stay for 90 days)⁷

3.1 For retirees aged 50 and over (“O-Retirement”)

- Completed visa application form, with a recent passport photo affixed
- Copy of passport
- Copy of registration of residency of Austria, Slovakia or Slovenia if you are not a citizen of Austria, Slovakia or Slovenia
- Proof of retirement status, e.g. notification of pension.
- Proof of monthly income of not less than 1,000 EUR per month

¹ Please study terms and conditions here <https://www.thaiembassy.at/en/type-of-visa/touristvisa.html>

² Please study terms and conditions here <https://www.thaiembassy.at/en/type-of-visa/touristvisa.html>

³ Download here: <https://www.thaiembassy.at/images/2020/announcement/29092020/medicalOA.pdf>

⁴ Purchase an insurance from a Thai insurer approved by the Office of Insurance Commission of Thailand here: <https://longstay.tgia.org/home/companiesstv>

⁵ The reservation must be issued by the hotel showing the duration of stay, and hotel’s contact details and tax ID number

⁶ The lease must be issued by the lessor showing the duration of stay, and the lessor’s contact details and tax ID number

⁷ Please study terms and conditions here <https://www.thaiembassy.at/index.php/en/type-of-visa/non-immigrant-visa-o-other-purposes>

- such as pension, interest earning or dividends
- If the monthly income is lower than required, please provide a copy of bankbook with the remaining balance of at least 5,000 EUR
- Health insurance certificate⁸
 - Covers at least 90 days or the whole period of stay
 - has outpatient benefit of not less than 1,300 EUR
 - has inpatient benefit of not less than 13,000 EUR
 - covers all medical expenses including COVID-19 at least 100,000 USD

3.2 For those visiting non-Thai family living/working/studying in Thailand

- Completed visa application form, with a recent passport photo affixed
- Copy of passport of the applicant
- Copy of registration of residency of Austria, Slovakia or Slovenia if you are not a citizen of Austria, Slovakia or Slovenia
- Proof of relationship with the non-Thai family member in Thailand: copy of marriage certificate, birth certificate, registration of legitimate child or adoption certificate
- Copy of the visa or work permit of the non-Thai spouse, parent, or child who is currently living/working/studying in Thailand
- Evidence of adequate finance (20,000 THB per person and 40,000 THB per family)

3.3 For spouses, parents, and children of Thai nationals

- Completed visa application form, with a recent passport photo affixed
- Copy of passport of the applicant
- Copy of registration of residency of Austria, Slovakia or Slovenia if you are not a citizen of Austria, Slovakia or Slovenia
- Proof of family relationship with the Thai national: copy of marriage certificate or birth certificate, registration of legitimate child, household registration certificate or adoption certificate
- Proof of Thai nationality of the Thai family member, such as copy of passport, ID card or household registration certificate
- Evidence of adequate finance (20,000 THB per person and 40,000 THB per family)
- Additional document required for spouses of Thai nationals
 - proof of income, either party or both must have a total income of not less than 1,000 EUR per month

⁸ Purchase an insurance from a Thai insurer approved by the Office of Insurance Commission of Thailand here: <https://longstay.tgia.org/home/companiesstv>

- If the applicant does not have the said minimum income, he/she must provide proof of an account deposit in Thailand in the name of either party or both of not less than 400,000 THB for the previous 3 months

3.4 For those who perform duties for the state enterprise or volunteer (unpaid) with social welfare organisations/NGOs

- Completed visa application form, with a recent passport photo affixed
- Copy of passport of the applicant
- Copy of registration of residency of Austria, Slovakia or Slovenia if you are not a citizen of Austria, Slovakia or Slovenia
- Evidence of adequate finance (20,000 THB per person and 40,000 THB per family)
- Letter from the organisation (signed by the head or authorised officer of the organisation) addressed to the Royal Thai Embassy in Vienna
 - confirms that the applicant has been accepted/invited
 - indicates the applicant's role/position and duration of stay in Thailand
 - requests for issuance of non-immigrant "O" visa for the applicant
- Copy of the organisation's operation license/registration certificate issued by the competent Thai authority
- Proof of the applicant's education and work experience

3.5 For those who will be a contestant or witness for the judicial process

- Completed visa application form, with a recent passport photo affixed
- Copy of passport of the applicant
- Copy of registration of residency of Austria, Slovakia or Slovenia if you are not a citizen of Austria, Slovakia or Slovenia
- Evidence of adequate finance (20,000 THB per person and 40,000 THB per family)
- Proof of involvement in litigation or judicial proceedings as complainant, the aggrieved party, accused, plaintiff, defendant
- Confirmation letter from the inquiry officer in charge of the case or official letter or document from the authority concerned indicating that the applicant is involved in a case judicial proceeding

4. Non-Immigrant Visa "O-A" (long stay - can stay for 1 year)⁹

- Completed visa application form, with a recent passport photo affixed
- Copy of passport of the applicant
- Copy of registration of residency of Austria, Slovakia or Slovenia if you

⁹ Please study terms and conditions here: <https://www.thaiembassy.at/index.php/en/type-of-visa/non-immigrant-visa-o-a-long-stay-retirement-stay-visa-in-english>

- are not a citizen of Austria, Slovakia or Slovenia
- Evidence of adequate finance, either
 - copy of bank statement showing a deposit of the amount not less than 800,000 THB and a letter of guarantee from the bank, or
 - original payslip with a monthly income of not less than 65,000 THB, or
 - deposit account + a monthly income, totalling not less than 800,000 THB
- Duly legalised criminal record, issued within the last 3 months
- Duly legalised medical certificate, issued within the last 3 months¹⁰
- Health insurance policy document issued by a Thai¹¹ or foreign insurance company stating that the applicant is medically insured for general illnesses, including COVID-19, with a sum insured of not less than 100,000 USD or 3,000,000 THB.
- Foreign Insurance Certificate as stipulated by the Office of Insurance Commission and Health Insurance of Thailand, which must be completed, signed and stamped by the insurance company.¹²

5. Non-Immigrant Visa “B” (for business/working purposes)¹³

5.1 For those who wish to work or be on a paid internship in private companies

- Completed visa application form, with a recent passport photo affixed
- Copy of passport
- Copy of registration of residency of Austria, Slovakia or Slovenia if you are not a citizen of Austria, Slovakia or Slovenia
- Copy of employment contract, indicating rationale for employment, salary, position and qualifications (the contract must be signed by authorised managing director and affixed with the company’s seal)
- Letter from the company addressed to the Royal Thai Embassy in Vienna, requesting for a visa, specifying name, position, period of employment, salary, education, and job experience of the applicant
- Copy of corporate documents of the company in Thailand:
 - business registration and business license
 - list of shareholders
 - company profile
 - details of business operation
 - list of foreign workers stating names, nationalities and positions
 - map indicating location of the company

¹⁰ Download here: <https://www.thaiembassy.at/images/2020/announcement/29092020/medicalOA.pdf>

¹¹ A list of Thai insurance companies participating in the scheme can be found here <https://longstay.tgia.org/home/companiesoa>

¹² The form can be downloaded from https://longstay.tgia.org/document/overseas_insurance_certificate.pdf

¹³ Please study terms and conditions here: <https://www.thaiembassy.at/index.php/en/type-of-visa/non-immigrant-visa-b-business-and-work>

- balance sheet, statement of Income Tax and Business Tax of last year¹⁴
- value-added tax registration (Por Por 20)
- document indicating the number of foreign tourists (for tourism business only), or documents indicating export transactions issued by banks (for export business only)
- Please note that proof of company certificate in Thailand must be certified by the Registrar within the previous 6 months
- Proof of education and work experience of the applicant
- For those who already have permission to work in Thailand:
 - Copy of Work Permit issued by the Ministry of Labour, or
 - Letter of approval from the Thailand Board of Investment, or
 - Letter of approval from the Industrial Estate Authority of Thailand, or
 - Letter of approval from the Ministry of Labour (WP.3)¹⁵
- Those who have not yet received permission to work in Thailand (i.e., those without work permit/approval letter from Thai authority) must provide additional evidence of adequate finance, either
 - 6-month bank statement with funds not less than 500,000 THB (15,000 EUR) maintained throughout 6 months, or
 - letter of guarantee from the applicant's employer confirming that all expenses related to the applicant's travel will be covered, accompanied by bank statement of the applicant's company showing funds not less than 500,000 THB (15,000 EUR) maintained throughout 6 months

5.2 For those who wish to work in private educational institution / school

- Completed visa application form, with a recent passport photo affixed
- Copy of passport
- Copy of registration of residency of Austria, Slovakia or Slovenia if you are not a citizen of Austria, Slovakia or Slovenia
- Copy of employment contract, indicating details of position, salary, and the employment term
- Letter from the institution addressed to the Royal Thai Embassy in Vienna, requesting for a visa specifying name, position, period of employment, salary, education, and job experience of the applicant
- Copy of the license to establish an educational institution issued by the Private Education Commission / governmental competent authority
- Recommendation from the former employer on the applicant's teaching

¹⁴ Por Ngor Dor 50 and Por Ngor Dor 30

¹⁵ To obtain this letter, the prospective employer in Thailand is required to submit WP.3 Form at the Office of Foreign Workers Administration, Department of Employment, Ministry of Labour, or at a Provincial Employment Office in the respective province

- experiences in Austria (or other countries)
- ☑ In the case of private school, copies of the applicant's education background, teacher's license, and criminal record shall also be submitted
 - ☑ Copy of Work Permit issued by the Ministry of Labour (if the applicant has already been permitted to work in Thailand)
 - ☑ In case the applicant does not already have a work permit, he/she must provide additional evidence of adequate finance, either
 - 6-month bank statement with funds not less than 500,000 THB (15,000 EUR) maintained throughout 6 months, or
 - letter of guarantee from the applicant's employer confirming that all expenses related to the applicant's travel will be covered, accompanied by bank statement of the applicant's company showing funds not less than 500,000 THB (15,000 EUR) maintained throughout 6 months

5.3 For those who wish to conduct Business in Thailand (a short business trip)

- ☑ Completed visa application form, with a recent passport photo affixed
- ☑ Copy of passport
- ☑ Copy of registration of residency of Austria, Slovakia or Slovenia if you are not a citizen of Austria, Slovakia or Slovenia
- ☑ Letter of invitation by the company in Thailand addressed to the applicant or the applicant's company, indicating the purpose and period of the visit. The company must have a registered capital not less than 2 million THB.
- ☑ Document certifying that the applicant is legally employed in Austria, Slovakia or Slovenia (e.g., a confirmation letter from the company in Austria, Slovakia or Slovenia where the applicant is currently employed)
- ☑ If self-employed, proof of financial evidence and corporate documents are required (bank statement, annual tax invoice, etc.)
- ☑ Letter from the company in Thailand addressed to the Royal Thai Embassy in Vienna, requesting for a visa, stating the objective and intended period of the applicant's visit to Thailand.
- ☑ Copies of corporate documents of the company in Thailand:
 - business registration and business license
 - list of shareholders
 - company profile
 - details of business operation
 - map indicating location of the company
 - balance sheet, statement of Income Tax and Business Tax of last year¹⁶
 - Foreigner income tax return (Por Ngor Dor 91)

¹⁶ Por Ngor Dor 50 and Por Ngor Dor 30

- value-added tax registration (Por Por 20)
- Please note that proof of company certificate in Thailand must be certified by the Registrar within the previous 6 months.
- Evidence of adequate finance, either
 - 6-month bank statement with funds not less than 500,000 THB (15,000 EUR) maintained throughout 6 months, or
 - letter of guarantee from the applicant's employer confirming that all expenses related to the applicant's travel will be covered, accompanied by bank statement of the applicant's company showing funds not less than 500,000 THB (15,000 EUR) maintained throughout 6 months

5.4 For those investing in Thailand with ownership of condominium, deposit in a Thai bank/government bond, with face value not less than 3 million THB

- Completed visa application form, with a recent passport photo affixed
- Copy of passport
- Copy of registration of residency of Austria, Slovakia or Slovenia if you are not a citizen of Austria, Slovakia or Slovenia
- Evidence showing ownership of a condominium, deposit in a Thai bank, Thai government bond, with face value not less than 3 million THB

6. Non-Immigrant Visa “ED” (for students and internship as part of education)¹⁷

6.1 For those who wish to attend public schools (colleges, universities, etc.)

- Completed visa application form, with a recent passport photo affixed
- Copy of passport
- Copy of registration of residency of Austria, Slovakia or Slovenia if you are not a citizen of Austria, Slovakia or Slovenia
- Letter of acceptance from the institution
- Letter from the institution addressed to the Royal Thai Embassy in Vienna, requesting for visa “ED” to be issued for the applicant

6.2 For those who wish to attend private schools (colleges, universities, etc.)

- Completed visa application form, with a recent passport photo affixed
- Copy of passport
- Copy of registration of residency of Austria, Slovakia or Slovenia if you are not a citizen of Austria, Slovakia or Slovenia
- Letter of acceptance from the institution
- Letter from the institution addressed to the Royal Thai Embassy in Vienna, requesting for visa “ED” to be issued for the applicant

¹⁷ Please study terms and conditions here: <https://www.thaiembassy.at/index.php/en/type-of-visa/non-immigrant-visa-ed-education>

- ☑ Copy of the license to establish an educational institution issued by the competent authority or Private Education Commission
- ☑ Certificate issued by a government agency at the level of department or equivalent or by Provincial Governor in charge of that institution (except in the case of enrolment in an international school or university)

6.3 For those attending a conference, training, internship, or course organised by government agency, state enterprise, international organisation or Embassy/ Consulate, that forms part of the applicant's education

- ☑ Completed visa application form, with a recent passport photo affixed
- ☑ Copy of passport
- ☑ Copy of registration of residency of Austria, Slovakia or Slovenia if you are not a citizen of Austria, Slovakia or Slovenia
- ☑ Proof of the applicant's current employment (if applicable)
- ☑ Letter from the organisation/companies in Thailand addressed to the Royal Thai Embassy in Vienna, clarifying the purpose of the applicant's visit to Thailand, and requesting for a visa to be issued for the applicant
- ☑ For private organisations/companies, official business registration of the companies in Thailand must also be provided
- ☑ Letter confirming the applicant's student status or admission at an academic institution

7. Official Visa "F" (for holders of blue UNLP and official passports)

8. Diplomatic "D" (for holders of red UNLP and diplomatic passports)

9. Non-Immigrant Visa "F" (for holders of ordinary passports wishing to perform official duties in Thailand or to visit/stay with their spouse/parent/child who holds "F" or "D" visas)

- ☑ Completed visa application form, with a recent passport photo affixed
- ☑ Copy of passport of the applicant
- ☑ Note Verbale issued by the Ministry of Foreign Affairs/Embassy of the sending State or international organisation, clearly stating the names and positions of the applicants, the purposes of entry, intended date of arrival, duration of stay and any other relevant information
- ☑ For Diplomatic "D" visa, the Note Verbale should also indicate the name and position of the diplomatic officer whom will be succeeded by the applicant.

10. Other Visas (such as “M” for press, “RS” for researcher)

- Completed visa application form, with a recent passport photo affixed
- Copy of passport of the applicant
- Other documents as required by the Embassy. Please write to visa@thaiembassy.at to inquire.
