

Royal Thai Consulate-General, Chennai

Applicant's Name : _____ Date : _____

Applicant's Passport No : _____

No.	Checklist of documents required for Tourist Visa applications	Yes	No
1	Passport or travel document with validity not less than 6 months with TWO BLANK PAGES . Two signed copies of front and last page of passport.		
2	Two Visa application forms completely filled in and signed by applicant		
3	Two color photographs of the applicant as per the specification*		
4	Visa fees of 2,000 Rs per entry		
5	Evidence of permanent residence in India (non-Indian passport holder)		
Transportation Arrangements			
5	Confirmed air tickets in and out of Thailand		
Accommodation			
6	<ul style="list-style-type: none"> Evidence of confirmed hotel/accommodation reservation in Thailand with address and contact number under applicant's name. If travel in group, must provide a cover letter stating all names with passport numbers, plan of travel, and place(s) to stay If intend to stay with Thai relatives or Thai friends, must provide invitation letter along with a copy of their Thai ID proof In case they are not Thai, must provide their copies of visa and work permit, valid at least six months along with a copy of passport. 		
Finances			
7	Original Bank Passbook or Bank statement (six months) (must be attested by the bank) having a minimum balance equivalent to \$600 (individual) and \$800 (family)		
8	International Health Certificate on Yellow Fever Vaccination for applicants travelling from 45 countries		
9	<u>In case of Incentive Tour</u> : A cover letter from <u>both company and travel agency</u> stating all names with passport numbers, plan of travel and place(s) to stay, and company's bank statement attested by the banks, and company's business registration.		
Additional information <i>(The below documents are supplementary, while No. 1-9 are mandatory.)</i>			
10	Evidence of occupation and of the monthly income. Such as : Income Tax Returns, Pay slips, letter from employer certifying employment, Employee ID, Student ID, Business license		
<p>* 3.5 x 4.5 cm. not older than 3 months with white background, face and eyes are in direct position to the camera, without sunglasses or hat or any other head covering, except for some religious beliefs or ethnic background.</p> <p>** All documents except No. 6 must be in English and arranged in the order given above.</p> <p>*** If required, additional documents and/or an interview may be requested. In case, the visa is not granted, the difference or the fee will not be refunded.</p> <p>**** Validity of visa denotes time period during which a traveler can use the visa. Period of stay denotes amount of time the traveler can stay in Thailand.</p>			
<u>Declaration : (Please Read Carefully)</u>			
<p><input type="checkbox"/> I confirm that I have read the guidance and I am aware that the <u>normal visa process takes three working days for submission at centers in Chennai and five working days for centers outside of Chennai (not including submission date)</u>; the <u>submission of additional documents takes another three working days</u> and; the <u>withdrawal request takes two working days</u>.</p> <p><input type="checkbox"/> I am aware that the submission of visa application is advised to be made <u>at least seven working days</u> prior to the date of departure.</p>			
Applicant's Signature : _____			
Submitted by Name : _____ Relation with applicant : _____			
Signature : _____			
<u>For Official Use Only</u>			
Submission Officer's Name : _____ Audit Officer's Name : _____			