

Required Documents for Qualification Endorsement for

Highly Skilled Professional

| PERSONAL DOCUMENTS | |
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| 1. | <p>Copy of your current passport in which you wish to receive LTR visa with the validity of no less than 6 months when collecting LTR visa and at least 2 blank pages for LTR Visa and Stay Permit stamps</p> <ul style="list-style-type: none"> ● The SCANNED file must include biodata page and all pages with Thai immigration stamps (ARRANGE ALL VISA PAGES, IN THE FORM OF DOUBLE-PAGE SPREAD, IN CHRONOLOGICAL ORDER AND MERGE THEM INTO A SINGLE PDF FILE) ● Fingers must not appear on the photocopy ● If you have TM.47, please upload as a separate scanned file ● You may need to upload your old passport upon request for further checks (To be requested on a case-by-case basis) <p>Note: On the appointment date, a damaged passport may not be accepted and the applicant will not be allowed to receive LTR Visa. (Signs of damage include water damage, a significant tear or tears, torn out or missing visa pages, and unofficial markings). The Immigration officers reserve the rights to refuse services if a damaged passport is observed.</p> |
| 2. | <p>A. International health insurance (travel insurance is unacceptable) policy covering entire course of stay in Thailand, with coverage for hospitalization treatment of no less than 50,000 USD and the remaining period of no less than 10 months</p> <p><u>OR</u></p> <p>B. evidence showing valid social security benefits which insures hospitalization and treatment in Thailand</p> <p><u>OR</u></p> <p>C. financial evidence showing a deposit of no less than 100,000 USD (or 25,000 USD in case of dependents only) which has been held for no less than 12 months at the time of application</p> <p>Note: Must be in or translated into English or Thai language only If you wish to submit (A.) later (however must submit before qualification endorsement process), please upload a signed the Document Request Acknowledgement Form for LTR Application</p> |

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| 3. | Curriculum Vitae (CV) showing your expertise, educational and professional background related to the work assignment or position in a company Note: in English or Thai language only | ○ |
| 4. | Evidence of qualification e.g. copy of university certificate in Master's degree or above Note: Must be in or a notarized translation into English or Thai language only | △ |
| 5. | Evidence of previous employment signed by the previous employers in the related field of no less than 5 years in the past 10 years as of the submission date e.g. copy of letter from previous company Note: Must be in or a notarized translation into English or Thai language only | ○ |
| 6. | Clear passport size photograph (Max 2 MB) WHITE background, face straight ahead to the camera, dressed in business attire (t-shirt is not allowed) without wearing glasses or headgear, taken within 6 months | ○ |
| 7. | Evidence of achievement (e.g., research projects / publications / intellectual property / awards / certificate of professional qualification / certification of related area of expertise) Note: Must be in or a notarized translation into English or Thai language only | △ |
| 8. | T.M.6 Card (in case you have entered Thailand before July 1st, 2022 or entered through the immigration control at land border checkpoints and have received T.M. 6 card) | △ |
| EVIDENCE OF EMPLOYMENT AND CORPORATE | | |
| 9. | Individual income tax return such as P.N.D. 90/91, BIR60, Form 1040, SA100, T1 General etc. showing income of no less than 80,000 or 40,000 USD per year in the past 2 years Note: Must be in or a notarized translation into English or Thai language only | ○ |
| 10. | <For employment in a government agency, higher education institution, research institution, specialized training institution> Evidence of working for such organization in targeted industries in Thailand, e.g. a letter of employment, an employment contract which states the assignment or position in Thailand | ○ |
| 11. | <For employment in a private sector> Employment letter from the company signed by an authorized person which must state the current position, termination date of employment (if any). The letter must be issued no more than 3 months from the submission date. Note: Must be in or translated into English or Thai language only | ○ |
| 12. | Company profile which shows business activities in targeted industries of the company in Thailand, where the applicant will work or are working for Note: Must be in or translated into English or Thai language only | ○ |

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| 13. | An audited corporate's annual financial statement or financial report Note: Must be in or translated into English or Thai language only | ○ |
| WORK PERMIT | | |
| 14. | Employment Certificate Form (WP.46 form) signed by the company's director or the authorized person of the company | ○ |
| 15. | Copy of work permit (if any) | △ |
| ADDITIONAL INFORMATION | | |
| 16. | (To be requested on a case-by-case basis) A letter of verification issued from the country of his or her nationality or residence stating that the applicant has no criminal record (not older than 3 months) OR a Thai police certificate issued by Police Clearance Certificate Center, Special Branch, Royal Thai Police Note: Must be in or a notarized translation into English or Thai language only If you wish to submit this document later (however must submit before qualification endorsement process), please upload a signed the Document Request Acknowledgement Form for LTR Application | △ |
| 17. | Company's annual report, brochures or catalogues (if any) Note: Must be in or translated into English or Thai language only | △ |

○ Mandatory △ If applicable

As of 16 Mar 2023