

## Non-Immigrant B Visa (For Teaching in Thailand)

<b>Purpose of Entry</b>	To teach in Thailand (Including school instructors)	<b>Number of Entry</b>	Single (1 time of entry)
<b>Term of Validity</b>	3 months	<b>Duration of Stay</b>	90 days
<b>Visa Fee (Cash Only)</b>	11,000 Yen		
<b>Notice</b>	<ul style="list-style-type: none"><li>● Applicant must enter Thailand on the date specified in the airline ticket or ticket reservation confirmation or electronic ticket (e-ticket)</li><li>● Upon arrival to Thailand, the period of stay is granted by an immigration officer in accordance with the type of visa; travelers who wish to stay longer than the granted period must file an application for permission of extension of stay at offices of the Immigration Bureau of Thailand; the extension of stay as well as the change of certain type of visa is solely at the discretion of the Immigration officer in Thailand</li><li>● In case that visa application is rejected, the visa fee will not be refunded and the submitted documents will not be returned to the applicant</li><li>● The following required documents are subject to change without prior notice</li><li>● The Royal Thai Embassy in Tokyo reserves the right to request additional documents as deemed necessary and reserves the right to reject an application without providing any reasons</li><li>● <b>Fraud or misrepresentation or inappropriate behaviors (bad manners) can result in permanent visa ineligibility</b></li></ul>		

### Required Documents

#### 1. Passport and a copy of passport photo page

- Passport with validity not less than 6 months
- At least 2 blank pages left
- One copy of passport photo page

#### 2. Visa Application Form

- One Visa Application Form completely filled out and signed as the same as the applicant's passport signature  
(downloadable at <https://site.thaiembassy.jp/upload/pdf/about-visa-visaN.pdf>)

#### 3. One Photograph

- Size 3.5 cm × 4.5 cm
- Colour photograph taken within the last 3 months
- Attach the photograph to the Visa Application Form
- Note that the number of photographs required depending on the applicant's nationality, please check the **Additional Required Documents for Non-Japanese Applicants** below

#### 4. Personal History

- One Personal History completely filled out and signed as the same as the applicant's passport signature  
(downloadable at <https://site.thaiembassy.jp/upload/pdf/about-visa-personalhistory.pdf>)

#### 5. Invitation Letter issued by educational institution, school, or university in Thailand

- Must be an original invitation letter written in English (PDF or fax copy is not acceptable)
- Must have the letter head of educational institution, school, or university
- Must address to “Visa Section of the Royal Thai Embassy, Tokyo”
- Must contain the applicant's name / assignment's position / salary / purpose of entry / date of entry / length of stay and type of visa
- Must sign by the authorized person(s) and include company's seal (electronic signature is not acceptable)

#### 6. Recommendation Letter issued by the current employer / organization in Japan

- Must be an original Recommendation Letter written in English (PDF or fax copy is not acceptable)
- Must have the current employer / organization in Japan 's letter head
- Must address to “Visa Section of the Royal Thai Embassy, Tokyo”
- Must contain the applicant's name / assignment's position / purpose of entry / date of entry / length of stay and type of visa
- Must sign by the authorized person(s) (electronic signature is not acceptable) whose name(s) listed in the educational institution's registration and include the educational institution's seal

※ **In case of local recruitment in Thailand, an original guarantee letter must be presented, together with a copy of guarantor's passport or driving license duly signed by the guarantor**

**Guarantee Letter** (downloadable at <https://site.thaiembassy.jp/upload/iblock/4ef/guarantee.pdf>)

- A guarantor must be 20 years of age or older, must be able to confirm the applicant's personal attributes. A guarantor must be available to be contacted by the Embassy and must not be a person who will accompany the applicant to Thailand
- A guarantor who are not Japanese national must provide a copy of passport and residence card (legally residing in Japan with permanent residence)
- In the English Guarantee Letter, a guarantor must sign as the same as the guarantor's identification document signature
- Japanese guarantor who prefers to use driver license, please sign as the same as signature in the Guarantor Letter on the copy of driver license

#### 7. One copy of educational qualification or teaching certificate

#### 8. One original Certificate of Criminal Record in English language

- Must be issued by the competent authority of Japan or country of the applicant's nationality
- Must present to the Royal Thai Embassy in Tokyo in a sealed envelope (Do not open it)
- Must be issued within 3 months

#### 9. One copy of confirmed airline ticket paid in full or ticket reservation confirmation

- The confirmed airline ticket paid in full or ticket reservation confirmation must be issued by airline or travel company and must contain the applicant's name, flight number and date arrival
- Note that the required documents related to airline ticket depending on the applicant's nationality, please check the **Additional Required documents for Non-Japanese Applicants** below

**10. In case of working in private school, please provide 3 additional documents below**

- One copy of Letter confirming employment details from private school signed by authorized person and affixed the seal of the private school (Please note that this document is exempted in case of working in university)
- One copy of private school's registration which has an affixed seal of the private school and signed on all pages by authorized person (Please note that this document is exempted in case of working in university)
- One copy of Letter of Approval issued by concerned authority under the Ministry of Education of Thailand (Please note that this document is not required for applicant who will work at international school which already registered with the Office of Private Education Commission of Thailand or OPEC and who will work at university in Thailand)

**In case of working as an instructor or teacher assistant, please submit one copy of the Letter of Consideration of Work Permit issued by the Department of Employment, Ministry of Labor and Social Welfare of Thailand (WP3), issued within 3 months.**

**Additional Required Documents for Non-Japanese Applicants**

**11. One copy of residence card or certificate of alien registration**

(On the applying date, please present the original document of identification)

- Valid for at least 3 months
- For those who are currently applying for renewal of residence card, please submit a copy of acceptance of renewal issued by the Immigration Bureau of Japan

**12. One copy of electronic ticket (e-ticket) or confirmed airline ticket paid in full**

**(Only for the applicant from the listed countries in below)**

- The electronic ticket (e-ticket) or confirmed airline ticket paid in full must be issued by airline only and must contain the applicant's name, flight numbers, date of arrival and date of departure  
(ticket reservation confirmation issued by travel agency is not acceptable)

**13. Additional Photograph(s) (Only for the applicant from the listed countries below)**

- Applicant with nationality of No. 1-28, please provide 3 photographs
- Applicant with nationality of No. 29-30, please provide 4 photographs

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|---|--------------------------------------|-----------------------|------------------------------|
| 1. Afghanistan  | 2. Bangladesh                        | 3. Egypt              | 4. North Korea               |
| 5. Libya  | 6. Palestine                         | 7. Sudan              | 8. Yemen                     |
| 9. Cameroon   | 10. Democratic Republic of the Congo | 11. Republic of Congo |                              |
| 12. Equatorial Guinea   | 13. Guinea                           | 14. Algeria           | 15. China                    |
| 16. Iraq  | 17. Lebanon                          | 18. Nepal             | 19. Pakistan                 |
| 20. Sri Lanka   | 21. Syria                            | 22. Ghana             | 23. Central African Republic |
| 24. Somalia   | 25. Sao Tome and Principe            | 26. Liberia           | 27. Sierra Leone             |
| 28. Myanmar holding a Re-Entry Permit to Japan issued by the Ministry of Justice of Japan |                                      |                       |                              |
| 29. Nigeria   | 30. Iran                             |                       |                              |

※ Visa processing time for certain nationals listed above is approximately 10-60 days

※ For Nigeria nationals, please submit all required documents, including a Certificate of Clearance, with the National Drug Law Enforcement Agency (NDLEA). In addition, this Certificate should be certified by the Ministry of Foreign Affairs of the Federal Republic of Nigeria and then by the Royal Thai Embassy in Abuja

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