

ROYAL THAI CONSULATE-GENERAL, CHENNAI

Applicant's Name : _____ Applicant's Passport No : _____

No.	CHECKLIST OF DOCUMENTS REQUIRED FOR NON-IMMIGRANT CATEGORY ED (EDUCATION)	Yes	No
1	Travel Documents		
1.1	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.		
1.2	One visa application form completely filled in and signed by applicant.		
1.3	Two color photographs of the applicant with the specification 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.		
1.4	Non-refundable visa fees of INR 5,000/- for single entry.		
1.5	A photocopy of confirmed one-way ticket from the airline.		
2	Evidence of Educational Arrangements		
2.1	Original cover letter from applicant stating purpose, source of sponsorship/ adequate finance for tuition and living cost (typed).		
2.2	Proof of applicant's educational qualifications.		
2.3	Payment slip for at least first semester's tuition.		
2.4	Original letter of acceptance from the University/School/Institution (must mention the name and the duration of the course and details of grant of scholarship, if any) and copy of ID card or passport of authorised signature.		
2.5	Original letter of approval from the Ministry of Education (where applicable).		
2.6	Copy of certificate/ license from Thai authorities to establish school or education institute and permission for teaching activity (document must be in Thai language).		
3	Accommodation		
3.1	Proof of hotel/accommodation reservation in Thailand from the hotel/accommodation with contact number and address which should include applicant's name and/or rental agreement in Thailand with a signed copy of Thai ID cards of the lessor.		
3.2	If staying at University/School/Institution accommodation, must provide the letter issued by such University/School/Institution mentioning the address and contact information of the mentioned accommodation.		
4	Evidence of Adequate Finances		
4.1	Applicant's bank statement of six months (must be original and attested by the bank) with consistent balance of atleast USD 700 per person.		
4.2	In case the current bank balance is less than 700 USD, a cover letter, typed and signed by a family member who sponsors the trip, and whose name is on the above bank statement along with signed photocopy of passport of the sponsor (in case of submitting the financial proof of the applicant's sponsorship by a family member) and proof of the relationship (government issued) with MEA attestation.		
5	Additional Information		
5.1	For exchange students in private schools and language school : Original letter of approval from the Ministry of Education.		
5.2	For educational training/internship purpose: (1) letter from educational institution in India where the applicant is currently enrolled stating the course/credit requirement for such training/internship and (2) letter of acceptance from institution in Thailand where the applicant will attend the training/internship stating the applicant's name, passport details, the terms and duration of training/internship.		

* All documents must be in English, unless specified, and arranged in the order given above.

* If required, additional documents and/or an interview may be requested. Visa application fees are non-refundable.

* 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.

Declaration :

- I confirm that I have read the guidance and I am aware that the normal visa process takes 3 working days for submission at centers in Chennai and 4 working days for centers outside of Chennai (not including submission date); the submission of additional documents takes another 2 working days.
- I am aware that the submission of visa application is advised to be made at least seven working days prior to the date of departure.

Applicant's Signature : _____

Submitted by Name : _____ Signature : _____ Relation with applicant : _____

For Official Use Only

Submission Officer's Name : _____

Audit Officer's Name : _____