

Royal Thai Embassy, Kathmandu

Applicant's Name: _____ PassportNo: _____ Date: _____

No.	Checklist of required documents for Tourist Visa applications (Single Entry) (All documents must be provided in English or accompanied by certified English translation)	YES	NO
1	Valid passport for at least 6 months from date of entry with TWO BLANK PAGES and a photocopy of passport's bio-data page		
2	3 complete visa application forms with 3 color photos (not older than 3 months) of the size of 3.5 cm x 4.5 cm		
3	Visa fees of 3,500 NPRs to be paid in the form of Manager's Cheque at Bank of Kathmandu. (Bank of Kathmandu will charge an extra processing fee of 100 NPRs.)		
4	Applicant under 18 years old must submit a letter of consent signed by both parents as well as a photocopy relationship certificate.		
Transportation Arrangements			
5	Confirmed air tickets in and out of Thailand		
Accommodation			
6	<ul style="list-style-type: none"> • Proof of hotel/accommodation reservation in Thailand. If travel in group, must provide a cover letter stating all names with passport numbers, plan of travel, and place (s) to stay. • If intended to stay with relatives or friends, must provide invitation letter along with copy of their ID / passport. In case they are not Thai, must also provide copies of their visa as well as work permit. 		
Proof of Adequate Finance			
For Individual Tourist			
7	Bank statement of six months (must be original and attested by the bank) with equivalent minimum current balance to 700 USD per person or above 80,000 NPRs or 1,400 USD per family (2 parents and 2 children under 18 years old) or above 160,000 NPRs		
For Incentive Group			
8	<ul style="list-style-type: none"> • Cover letter from both company and travel agency (attested and typed with letter head) stating details of sponsorship, applicant names with passport numbers and plans of travel. • Company's bank statement attested by the bank and a photocopy of company's business registration and tax payment, attested by the company. • Evidence of payment, such as, receipt of travel package, ticket and accommodation 		
Additional Documents (supplementary purpose only, while No. 1 – 8 are mandatory)			
9	<ul style="list-style-type: none"> • For <u>medical treatment</u>, in addition to documents 1 – 8, the applicant must provide certified medical report from local hospital recommending treatment in Thailand as well as treatment acceptance letter from a Thai hospital. • In case of <u>additional financial document</u>, the applicant may submit original fixed deposit certificate (for a period of at least 6 months with maturity date), cooperatives statement, and employment letter stating salary or regular income. If company's bank statement is submitted, the applicant must provide evidence of company's ownership, company's registration and tax payment. • <u>In case of sponsorship</u> by a family member or relative, the applicant must submit a relationship certificate, financial document, sponsor's passport copy as well as sponsor's cover letter. 		
Declaration:			
<input type="checkbox"/> I confirm that I have read the guideline and I am aware that the <u>normal visa process takes three working days</u> and the submission of <u>additional documents takes more than three working days</u> and the <u>withdrawal request takes one working day</u> .			
<input type="checkbox"/> I am aware that the submission of visa application is advised to be made at least eight working days prior to the date of departure.			
<input type="checkbox"/> I acknowledge that the Royal Thai Embassy has the right to request for a personal interview, additional documents or reject the issuance of visa without stating any reasons.			
Applicant's signature _____			
Submitted by Name: _____		Relationship with applicant: _____	
Signature: _____			
For Official Use Only			
Audit Officer's Name: _____			

