

Required documents of Work permit

1. Official letter (from school/institute) for enquiry of applying work permit (with the salutation to(Province)....Provincial Employment Office) signed by director.
2. Form WP.25 (Work-permit application form)
3. Passport (original book)
 - 3.1 Copy of first page with information
 - 3.2 Copy of Non-Immigrant-B Visa (Temporary) page
 - 3.3 Copy of arrival stamp from immigration
4. 3 Photos (3*4 Centimeters)
5. Original and copy of Education evidences (Thai or English only)
6. Copy of Employment contract (Both Thai and English)
7. Employment letter (School/institute)
8. Employment letter (from school/institutes' administrative agency in Thailand (i.e. สพม. จังหวัด, สช.จังหวัด, สอศ.จังหวัด) please describe teacher's name, position, salary, and period of employment) *** University level is not required this document***
9. Medical certification
10. Copy of teaching license (the evidence of processing may be able to submit)
*** University level is not required this document***
11. If teacher does not show up in person, school must file additional power of attorney letter with 10 THB of duty stamp
12. Submission fee 100 THB
13. Work permit fee for the duration of more than 6 months 3,000 THB

Form download and required document can be found at

https://www.doe.go.th/prd/assets/upload/files/alien_th/b17478eaa85f3cfb02d8fafb0b01f678.pdf