

## Required documents for Visa Extension (Non-Immigrant B)

1. Passport (original book)
  - 1.1 Copy of first page with information
  - 1.2 Copy of Non-Immigrant-B Visa (Temporary) page
  - 1.3 Copy of departure and arrival stamp from immigration (all page)
2. Form (T.M.7)
3. Photo 4\*6 centimeters
4. Official letter **(from school/institute)** for enquiry of extension stay for Non-Immigrant B Visa (with the salutation to Commissioner of Immigration bureau) signed by director of school/institute
5. Official letter **(from School/institute's administrative agency)** for enquiry of extension stay for Non-Immigrant B Visa (with the salutation to Commissioner of Immigration bureau) signed by administrative agency's director *\*\*University is not required for this document\*\**
6. Copy of work permit
7. Copy of employment contract (both Thai and English) with certify true in every page
8. Original and copy of education evidences (Certificates and Transcript) Thai and English
9. Copy of school/institute license and map
10. Visa fee

**List of documents is only for reference, and the consideration for granting Visa document is depending on local immigration office.**

**\*\*** After submitting Visa extension, please confirm with immigration office about 90 days notification, that teacher must show up in person at the immigration office every 90 days or teacher can notify online when staying in Thailand **\*\***

**\*\*** Once applying for Visa extension, if teachers would like to leave Thailand during they are holding working Visa, they will need to apply for Re-entry permit (Using form T.M.8) at the same time when applying for Visa extension, with the following fee;

- Single re-entry 1,000 THB
- Multiple re-entry 3,800 THB

**Teachers are required to responsible the Re-entry permit fee for their own **\*\*****

For more information, please visit [https://www.immigration.go.th/?page\\_id=1772](https://www.immigration.go.th/?page_id=1772)

Form T.M.7 and T.M.8 are available at [https://www.immigration.go.th/?page\\_id=3159](https://www.immigration.go.th/?page_id=3159)