

## Required Documents for Qualification Endorsement for LTR Visa Highly-Skilled Professionals

### Personal Document

- If the original documents are **not in English or Thai**, you are required to submit a **certified or notarized translation in English or Thai only**.

Document	Details
<input type="checkbox"/> <b>Passport</b>	<p>Passport Requirements for LTR Visa Application:</p> <ul style="list-style-type: none"> <li>A copy of your current passport, which will be used for the LTR visa stamp <b>with no less than 6 months</b> of validity remaining and <b>at least 2 blank pages</b> for LTR Visa and stay permit stamps.</li> <li><b>Scanned PDF</b> must include <b>biodata page</b> and <b>all pages with Thai Immigration stamps</b>.</li> <li>Arrange <b>all pages in chronological order</b> as a <b>double-page spread</b> in <b>one PDF file</b>.</li> <li>Applicants who have <b>TM.47 form</b> must upload a scanned PDF version as a <b>separate file</b>.</li> <li>Old passports may be requested for further verification if needed.</li> </ul> <p><b>Note:</b> Damaged passports will <b>not be accepted</b> by the Immigration Bureau for your visa on the appointment day.</p> <p>*Signs of damage: water damage, significant wear/tears, missing pages or unofficial markings. Immigration officers may refuse service if damage is observed.</p>
<input type="checkbox"/> <b>Photograph</b>	<ul style="list-style-type: none"> <li>Clear passport-size photo on <b>white background</b> (Max file size 2 MB)</li> <li>Formal/business attire (<b>no T-shirts</b>)</li> <li><b>No glasses, headgear or accessories</b></li> <li>Photo must be taken <b>within 6 months</b></li> </ul>
The paper form T.M.6 card has now been replaced by the electronic Thailand Digital Arrival Card (TDAC)	
<input type="checkbox"/> <b>Thailand Digital Arrival Card (TDAC)</b>	Only for those who entered Thailand <b>after May 1st, 2025</b> .
<input type="checkbox"/> <b>T.M.6 Card</b>	Only for those who entered Thailand <b>before July 1st, 2022</b> , or those who entered through a land border checkpoint and were issued T.M.6 card

### Additional Document

**To be requested on a case-by-case basis.** This document can optionally be submitted later, in which case the applicant must submit a signed **Document Request Acknowledgement Form** in place of the actual document. If chosen to do so, the letter of verification AND/OR certificate will later be requested, once the application status has been updated to: **Consideration by Government Agencies.**

Document	Details
<input type="checkbox"/> <b>A letter of verification</b>	A letter of verification issued from a police station in the applicant's country of nationality or residence stating that the applicant has no criminal records (The letter must not be older than 3 months).
<b>OR</b>	
<input type="checkbox"/> <b>A Thai police certificate</b>	A Thai police certificate issued by the Police Clearance Certificate Center, Special Branch, Royal Thai Police.

### Evidence of Income

- If the original documents are **not in English or Thai**, you are required to submit **a certified or notarized translation in English or Thai only.**

Documents provided must show **personal income** of **no less than 80,000 USD per year in the past 2 years.**

For applicants who have an average **personal income less than 80,000 USD but no less than 40,000 USD in the past 2 years**, documents showing the applicant's **master's degree, equivalent degrees or higher in the field of sciences and technology must be presented.**

Document	Details
<input type="checkbox"/> <b>Individual Income Tax Return</b>	<p>Official personal income tax returns as filed to state authorities such as completion form of P.N.D. 90/91, BIR60, Form 1040, Form W-2, SA100, T1 General etc.</p> <p><b>Note:</b> For applicants who worked in a country where income tax is not required, a payroll slip and bank statement must be provided as evidence of individual income. In such cases, notarization may be required if necessary.</p>

Professional Documents	
Document	Details
<input type="checkbox"/> <b>Applicant's curriculum vitae (CV)</b>	Must provide CV which should include information on the applicant's expertise, educational and professional background related to the work assignment or current position in the company.
<input type="checkbox"/> <b>Evidence of qualification (Case by case basis)</b>	<p>E.g. a copy of the applicant's university certificate for master's degree or higher in degrees related.</p> <p><b>Mandatory:</b> Only for those who earn 40,000 USD annually in the past 2 years. In this case, the applicant must provide master's degree in science and technology.</p> <p><b>If any:</b> The applicants who earn 80,000 USD annually in the past 2 years, are not required to provide evidence of qualification. However, the evidence of qualification will serve as supporting evidence for the application.</p>
<input type="checkbox"/> <b>Evidence of previous employment (If any)</b>	Evidence of employment in a related work position to specified targeted industries or expertise signed by the applicant's current or previous employer showing work experience in the past years as of the submission date e.g. a verification letter from a previous employer.
<input type="checkbox"/> <b>Evidence of achievement (If any)</b>	<p>E.g. research projects, publications, intellectual property, awards, certificate of professional qualification, certificate of related area of expertise, etc.</p> <p><b>Note:</b> For the applicant who applies under the targeted expertise. The international certificate of professional qualification, or certificate of related area of expertise will serve as supporting evidence for expertise proof.</p>

Evidence of Employment and Corporate Background	
<ul style="list-style-type: none"> <li>If the original documents are <b>not in English or Thai</b>, you are required to submit <b>a certified or notarized translation in English or Thai only</b>.</li> </ul> <p>The applicant must provide <b>one or more</b> documents, such as the following.</p>	
Document	Details
<input type="checkbox"/> For applicants who are employed in government agencies, higher education institutions, research institutions, or specialized training institutions	Employment evidence providing work information with the listed organizations within the targeted industries in Thailand, e.g. letter of employment or employment contract stating the work assignment or position in Thailand.
<b>OR</b>	
<input type="checkbox"/> For applicants who are employed in the private sector	<ul style="list-style-type: none"> <li>Employment letter from current Thai company signed by an authorized person. The letter must include the following information: current position, date of employment and date of termination.</li> <li>For applicants whose employment with the company in Thailand has not yet commenced at the time of application submission, a signed employment agreement must be provided.</li> </ul> <p><b>Note:</b> The letter must be issued no more than 3 months from the date of application submission.</p>
Document	Details
<input type="checkbox"/> Profile of the company in Thailand	<b>Mandatory</b>  The company profile should demonstrate the nature of the business of the company where the applicant is employed, including the company's workflow or operational process.  <p><b>Note:</b> The document may be prepared in any format the company deems appropriate.</p>
	<b>If any</b>  Company annual report, brochures or catalogs.
<input type="checkbox"/> Financial statement or official financial report	<ul style="list-style-type: none"> <li>The most recent audited corporate annual financial statement or official financial report.</li> </ul>

Evidence of Work Permit	
Document	Details
<input type="checkbox"/> <b>Employment certificate form (WP.46 form)</b>	<p>Must be signed by the company's director or authorized persons within the company.</p> <p><b>Note:</b> The authorized person's copy of ID card must be provided. In case of foreign authorized person, a work permit must be provided.</p>
<input type="checkbox"/> <b>Copy of current work permit (If any)</b>	
<b>OR</b>	
<input type="checkbox"/> <b>Other relevant company documents</b>	<div> <input type="checkbox"/> 1. Corporate's Affidavit and Shareholder List (Not older than 6 months)           <input type="checkbox"/> 2. VAT Registration Certificate (P.P.01)           <input type="checkbox"/> 3. VAT Amendment Form (P.P.09)           <input type="checkbox"/> 4. Factory License (R.N.4) or Industrial Estate Land Use Permit (if any)           <input type="checkbox"/> 5. Corporate Income Tax Return (Form P.N.D.50)           <input type="checkbox"/> 6. Board of Investment Promotion Certificate (if any)           <input type="checkbox"/> 7. For service providing company, the relevant license should be provided. (E.g. Hotel License, Transport License, Warehouse License etc.)         </div>

### Evidence of Health Insurance

- If the original documents are **not in English or Thai**, you are required to submit **a certified or notarized translation in English or Thai only**.

This can optionally be submitted later, in which case the applicant must submit a signed **Document Request Acknowledgement Form** in place of the actual document.

If chosen to do so, insurance documents will later be requested, once the application status has been updated to: **Consideration by Government Agencies**.

The applicant must provide **one** of the following documents:

Document	Details
<input type="checkbox"/> <b>Health Insurance</b>	<ul style="list-style-type: none"> <li>Must cover the entire duration of stay in Thailand for hospitalization and medical treatment at <b>least USD 50,000</b> with a remaining coverage period of at <b>least 10 months</b>.</li> <li>Group health insurance policy must provide at least USD 50,000 per person.</li> <li>Life insurance without health insurance and travel insurance are <b>not accepted</b>.</li> </ul>
<b>OR</b>	
<input type="checkbox"/> <b>Social security (SSO)</b>	<p>Evidence showing valid Social Security (SSO) benefits covering hospitalization and medical treatment in Thailand, including the following:</p> <ul style="list-style-type: none"> <li>The latest month's SSO payment receipt</li> <li>The employee's name list submitted by the company for SSO</li> <li>The valid SSO card</li> </ul>
<b>OR</b>	
<input type="checkbox"/> <b>Financial evidence or bank statement</b>	<ul style="list-style-type: none"> <li>Must show a deposit of <b>no less than 100,000 USD</b> which has been held and maintained for <b>no less than 12 months</b> at the time of application.</li> </ul>

**Note:** The officer may request additional documents to support the consideration of the application.