

Documents Checklist: Non-Immigrant B Internship / job training in a private company or a hotel (Non-Curricular Internship)

The Royal Thai Embassy reserves its rights to request for additional required documents
and to decline the application with insufficient supporting document.

NOTE: From 22 November 2021 onwards, Royal Thai Embassy in Bern **accepts visa application and payment online ONLY**. Please submit your application at <https://thaievisa.go.th/>

<input type="checkbox"/>	1. Copy of passport or travel document with validity not less than 6 months (JPG, .JPEG Limit Size is 3 MB)
<input type="checkbox"/>	2. Scanned passport-sized full color photographs taken within the past 6 months (3.5 x 4.5 cm.) with a light base background and meet the specification of ICAO standards . (.JPG, .JPEG Limit Size is 3 MB)
<input type="checkbox"/>	3. Declaration Form (PDF Limit Size is 3 MB) You are required to sign and upload this form in E-visa application “(4) Supporting Documents”
<input type="checkbox"/>	4. Confirmation letter from the school/university in Switzerland (PDF Limit Size is 3 MB)
<input type="checkbox"/>	5. Letter of approval from the Ministry of Labour (WP3) is requested. (PDF Limit Size is 3 MB) (To obtain this letter, the prospective employer in Thailand is required to submit Form WP3 at the Office of Foreign Workers Administration, Department of Employment, Ministry of Labour or at a Provincial Employment Office in the respective province. Further information is available at www.doe.go.th/workpermit/index.html).
<input type="checkbox"/>	6. Confirmation letter of employment, invitation letter, and internship/training contract (PDF Limit Size is 3 MB)
<input type="checkbox"/>	7. Supporting documents of hiring company in Thailand as shown below (PDF Limit Size is 3 MB) <ul style="list-style-type: none"> <input type="checkbox"/> Copy of company profile <input type="checkbox"/> Copy of Business Registration or Thai Business License, issued by the Department of Commercial Registration under the Ministry of Commerce <input type="checkbox"/> Copy of list of shareholders of the company <input type="checkbox"/> Copy of list of foreign workers stating names, nationalities, and positions <input type="checkbox"/> Map indicating location of the company <input type="checkbox"/> Copy of company’s balance sheet over the last 1 year <input type="checkbox"/> Copy of current Statement of Income Tax and Business Tax (Por Ngor Dor 50 and Por Por 30) with a copy of the payment receipt (not older than 6 months) <input type="checkbox"/> Copy of value-added tax registration (Por Por 20) <input type="checkbox"/> Copy of Company Power of Attorney to the authorized person <input type="checkbox"/> Copy of Thai ID card or Copy of Passport and Work Permit of the authorized director / person
<input type="checkbox"/>	8. Copy of valid residence permit in Switzerland (For non-Swiss nationals) (PDF Limit Size is 3 MB)
<input type="checkbox"/>	9. Your picture holding the photo and information page of the passport as an evidence that you currently own the passport. (JPG, .JPEG Limit Size is 3 MB)
<input type="checkbox"/>	10. Visa Fee 80 CHF