

## **VISA PROCESS INFORMATION**

Getting a visa in Thailand, like any other country, can be a time-consuming process, and our team is happy to offer support and advice every step of the way.

### **Administration Fee**

The school charges a fee of 1,000 baht per visa that we process. This is due to the amount of paperwork and the administration time required. The visa fee must be paid before we start to prepare your initial 3-month visa or 1-year visa extension.

### **Types of Visa**

The school will support the application of ED-visas and O-visas for pupils of Si Ri Panya International School ages 5-12 years old and their parents.

- **Pupil Visa – Non-Immigrant ‘ED’ type visa (ED-visa)**

A visa which allows a child holding a foreign passport to study in Thailand within an Accredited International School.

- **Parent Visa – Non-Immigrant ‘O’ type visa (O-visa)**

A visa which allows a parent holding a foreign passport to accompany one child who is studying in Thailand and has been issued with a pupil Education Visa (ED-visa). Each pupil ED-visa entitles a parent to apply for an O-visa to accompany their child.

**One ED-visa = one Non-O visa**

**Two ED-visas (two children) = two Non-O visas**

### **Visa Regulations**

- Visa applicants must apply in person at the Thai embassy or local immigration office for their visas or visa renewals. **No one can apply on your behalf.**
- No documents will be issued or visa processes completed by the school until the school term fees and acceptance fee have been paid in full.
- No paid or unpaid work can be undertaken when residing in Thailand using these visas.
- The school cannot support the application of any other types of visas, such as business visa, working visa, retirement visas, investment visas, tourist visas etc.
- Passports should be valid for **at least one year, with enough blank pages for the visa stamps.**
- Please note that during school holidays the visa processing can be delayed due to staff holidays.

### **Overview of steps required**

**Step 1** – Initial single-entry ED-visa or O-visa made **outside** of Thailand (90 days)

**Step 2** – One-year extension or One-year renewal of ED-visa or O-visa at Samui Immigration office

### **Step 1 - Initial single-entry ED-visa or O-visa made outside of Thailand (90 days)**

The school will issue a Certificate of Enrolment to confirm that your child is enrolled at the school. **This letter can only be issued once.** Once the Certificate of Enrollment has been issued the person(s) requiring the visa must travel out of Thailand to a Thai embassy or consulate.

### **The following documents are required by the school:**

1. History check form pupil 4 pages
2. History check form parent 4 pages

3. Two passport photos of pupil 4cm x 6cm
4. Two passport photos of parent 4cm x 6cm
5. Copy of Pupils passport – including a copy of every visa stamp page including arrival card T.M.6 if you are already in Thailand
6. Copy of parent's passport – including a copy of every visa stamp page including arrival card T.M.6 if you are already in Thailand
7. Bank statement from Thailand or your home country showing the equivalent of 50,000 baht. Statement must show your full name, the date and the amount.
8. Copy of pupil's birth certificate in English.

**Note:** A single-entry ED-visa or O-visa made outside of Thailand allows you to stay in Thailand for 90 days, but it can be extended to a one-year visa through the local Immigration Office in Samui.

**Note:** Upon arrival in Thailand please open up a Thai bank account straight away and deposit the necessary funds for your 1-year extension. Please come to the school office and we will provide you with a letter for Krung Thai bank. Take the school letter along with your original passports, child's birth certificate with an English translation and a house rental contract to Krung Thai bank who will help you open an account.

**Note:** Your initial single-entry ED-visa or O-visa can be issued by any Thai Embassy outside of Thailand. However, the Thai Embassy location must be specified at the time of application and cannot be changed once the official stamped documents have been issued.

**Note:** Thai Embassies will have different processing times and rules depending on the country in which they are operating. Please check with the individual Thai Embassies for detailed information about their visa rules and structures. The visa issued should be a single-entry with a 90 days stamp.

**Note:** The list of documents required varies from one consulate to another, and it is important to check with them first to ensure that you have everything you need. We are happy to offer guidance wherever we can, but with more than 70 nationalities represented we cannot stay current on each country's evolving regulations.

### **Step 2 – One-year extension or one-year renewal of ED-visa or O-visa at Samui Immigration office**

Before the ED-visa and O-visa 90-day stamp expires, the holder will be required to apply for a One-year (12 months) extension at Samui Immigration Office.

#### **The following documents are required by immigration for pupils:**

1. T.M.7 application form
2. Sor.Tor Mor.2 application form
3. A letter from the school confirming your child's status at Si Ri Panya International School (at least ten days' notice during term time when requesting this)
4. Two passport photos of pupil 4cm x 6cm
5. Visa fee of THB 1,900 paid to Samui Immigration Office
6. Photocopies of the following (bring original to Immigration as well)
  - Passport page with identification details
  - Passport page with ED-visa stamp
  - Passport page with last arrival in Thailand stamp
  - Arrival card T.M.6
  - Academic record (school will prepare)
  - Photo of child learning in classroom (school will prepare)

#### **The following documents are required by immigration for parents:**

1. T.M.7 application form
2. Sor.Tor.Mor.2 application form
3. Photocopies of parent's passport (bring original to Immigration as well)
  - Passport page with identification details
  - Passport page with O-visa stamp

- o Passport page with last arrival in Thailand stamp
  - o Arrival card T.M.6
4. Photocopies of the child's passport (bring original to Immigration as well)
    - o Each child's passport page with identification details
    - o Passport page with child's ED-visa page
    - o Passport page with child's last arrival in Thailand stamp
    - o Arrival card T.M.6 from child
  5. Photocopy of each child's birth certificate (bring original to immigration as well)
  6. Photocopy of marriage certificate of parents (bring original to Immigration as well)
  7. Photocopy of house rental contract, house registration/tabien baan, passport or ID card of the landlord. (bring original to Immigration as well)
  8. A letter from the school confirming your child's status at Si Ri Panya International School (at least ten days' notice during term time when requesting this)
  9. **Initial 1-year visa extension**: A minimum amount of 500,000 baht in the account for at least 30 days before the visa application process begins.
    - o Letter from bank (the letter cannot be older than 7 days when you go to immigration).
    - o Updated bank book. (Your bank book needs updating at a bank ATM on the morning you go to immigration).
    - o Bank Statements for the 30 days (the bank statements cannot be older than 7 days when you go to immigration). The money in the account cannot drop below 500,000 for 30 days.
  10. **1-year Visa renewal (second year and onwards)**: A minimum amount of 500,000 baht in the account for at least 90 days before the visa application process begins.
    - o Letter from bank (the letter cannot be older than 7 days when you go to immigration).
    - o Updated bank book. (Your bank book needs updating at a bank ATM on the morning you go to immigration).
    - o Bank Statements for the 90 days (the bank statements cannot be older than 7 days when you go to immigration). The money in the account cannot drop below 500,000 for 90 days.
- Please note: this is a minimum of 500,000 baht per parent applying. If both Parents share a joint-account, the amount needs to be 1,000,000 THB, and needs to be presented together with a Marriage Certificate. Please note that it is advisable to have your own personal account over a joint account.
11. Two passport photos of parent 4cm x 6cm
  12. Google map of house
  13. One photograph of parent(s) and children taken in front of their house
  14. Visa fee of THB 1,900 paid to Samui Immigration Office

The ED-visa and O-visa applicants should then present the stamped paperwork at the Samui Immigration Office. The Samui immigration office will then take around 1 to 3 days to approve the visa.

**Note:** The ED-visa and O-visa applicants are NOT required to leave the Kingdom of Thailand to receive a one-year extension or a one-year renewal.

**Note:** Always be sure to check with the official immigration requirements <http://www.immigration.go.th> to ensure that you have everything, and contact Samui Immigration Office: 077-423-440. Visa requirements at Samui Immigration Office regularly change without notice, it is your responsibility to check you have everything needed.

- Opening hours: 8:30am to 16:30pm (closed for lunch 12-1pm)
- Open Mondays to Fridays, closed for official holidays and other bank holidays.

### **Single or Multiple Re-Entry Permits**

It is highly advisable that you apply for a single or multiple re-entry permit once your one-year visa has been granted. This can be done at the same time that you collect your visa. A single re-entry permit allows you to re-enter Thailand once, a multiple re-entry visa allows you to re-enter Thailand multiple times for the duration of your one-year visa.

### **Documents Required by Samui Immigration for Re-Entry Permits:**

- T.M.8 application form
- One 4cm x 6cm passport photo
- A fee of 1,000 THB for a 'single re-entry' permit, or 3,800 THB for a 'multiple re-entry' permit
- Passport page with identification details
- please also take your original documents to Immigration as well

Note: If you travel out of Thailand without a re-entry permit, your one-year visa will automatically be cancelled.

### **90-day Notification**

All foreign nationals in Thailand need to notify their local Immigration Office of their residence every 90 days. Failure to do this will result in a fine.

### **Transfer from another international school in Thailand**

For a pupil and parent who already hold an ED-visa or O-visa to accompany their child, it is possible to transfer these visas to another international school within the Kingdom of Thailand. The documents required for step 2 (one-year extension or one-year renewal of ED-visa or O-visa) plus the additional documents listed below should be taken to the Samui Immigration office for approval in order to transfer a visa from one school to another.

#### **Documents required by school:**

1. A letter from the previous school should be issued in the Thai language.
2. Accreditation documents from the previous school
3. All documents as per 'step 1'

For more information, please email [visa@siripanya.com](mailto:visa@siripanya.com)