Required Documents for Qualification Endorsement for Smart visa "E" (Executive)

Further guidance on the required documents is available on http://smart-visa.boi.go.th

	PERSONAL DOCUMENTS	
1.	Completed application form of qualification endorsement for smart visa "E"	○
2.	Copy of valid passport (first page and all pages with Thai visa stamps)	○
3.	Educational evidence (e.g. copy of university certificate)	○
4.	Evidence of previous employment (e.g. copy of letter from previous company)	○
	EVIDENCE OF EMPLOYMENT AND CORPORATE	
5.	Evidence of employment contract or service contract with an entity in Thailand which includes details of employment e.g. position, contract term, income	○
6.	Corporate organization chart	○
7.	Company profile	○
	ADDITIONAL INFORMATION	
8.	Company annual report, brochures or catalogues	Δ
	Note: A letter of verification issued from the country of his or her nationality or residence stating that the applicant has no criminal record, Certificate of incorporation, memorandum of association in Thailand, may be requested on a case-by-case basis.	Δ

○ Mandatory Δ If applicable

- ☐ I confirm that I have read the guidance and there are no other documents to submit. For document are not in English, I have provided a certified translation.
- ☐ I hereby authorize One Stop Service Center for Visa and Work Permit and related govenmental institutions to share this information provided among the agencies involved in this qualification endorsement process.
- ☐ I understand that a decision may be made on my application based on these documents only.
- ☐ I understand that I may be contacted or requested for additional documents or information from government offices or its representative.

* All processes may take approximately 30 working days to process providing that you are able to provide all complete documents at the start, so please allow considerable time to begin the process before your immigration stamp expires.

For Official Use Only

Registered Number:_____ Received Date:_____ Due date:_____

Submission Officer's Name_____ Signature_____