## Annex B. Visa application guide

1. Applying for an entry visa to Thailand at the Consulate General or Thai Embassy

<u>Please note that you must apply to the Thai visa well in advance, it is recommended to apply at least 8 weeks (about 2 months) before traveling.</u>

Please see whether you require a visa to travel to Thailand. You can find this information here: <u>Issuance of Visa - Ministry of Foreign Affairs (mfa.go.th)</u>

Participants are <u>REQUIRED</u> to obtain an appropriate entry visa from the Royal Thai Embassy or the Royal Thai Consulate-General before entering Thailand, <u>EXCEPT</u> for those nationals listed at <u>List of Countries</u> entitled for Visa Exemption and Visa on Arrival.

Please note that participants holding UN Laissez-Passer (UNLP) travelling on official business to Thailand are also **REQUIRED** to obtain an appropriate visa before entering.

To apply for an appropriate entry visa to Thailand, participants are required to contact their nearest Royal Thai Embassy or Consulate-General for the most updated information regarding visa application procedures and required documents. Information on location and contact number of Thai Embassies and Consulates-General is available at <a href="mailto:mfa.qo.th/web/10.php">mfa.qo.th/web/10.php</a> and <a href="https://www.thaiembassy.org/">https://www.thaiembassy.org/</a>

Participants who wish to apply for a visa outside their country of residence or reside in a country where there is no Royal Thai Embassy or Consulate, should check with the meeting organizer for the location where it is possible for them to apply for a Thai visa. Please note that certain nationalities, for security reasons, are not allowed to apply for a visa except at the Royal Thai Embassy or Consulate-General which has jurisdiction over the concerned territory.

Participants who may need further assistance from ESCAP and the INC Secretariat on their visa application should contact the meeting organizer, well in advance, for necessary action.

Participants who wish to apply for a visa on arrival at Suvarnabhumi International Airport or Don Muang International Airport should follow the below requirements:

- 1. The applicant must possess a passport from the list of countries whose nationals are eligible to apply for visa on arrival (<u>List of countries entitled for Visa on Arrival</u>) with the validity of more than 30 days, at least one completely blank page, and be in possession of a valid return ticket with date of departure within 15 days of the date of entry.
- 2. The applicant must fill out an application form, which is available at the Visa-on-Arrival counter at the airport, supply one recent passport-sized photograph and a fee of Thai Baht (THB) 2,000.
- 3. Advanced online application information is available at <u>visa on arrival</u>. Upon presentation of printed Transaction Reference Number (TRN), the applicant could obtain the visa at the Visa-on-Arrival counter at the airport before proceeding for immigration procedures.

4. The applicant must provide proof of means of living expenses of THB 10,000 per person or THB 20,000 per family.

# What are the required supporting documents for requesting visa authorization for meeting participants?

- 1. Clear color scan copy of passport bio page (Must capture all details including 2 stripes at the bottom If using camera, picture must be without fingers).
- 2. Invitation letter issued by host organization
- 3. Residence Permit of country where applicant will lodge visa application (if not citizen)

### What are procedures to obtain authorization for Thai Entry Visa?



Who requires security background check

It is important to note that there are citizens of certain nationalities who may need to undergo security background check by the National Intelligence Agency of Thailand before visa authorization can be granted. With this additional process, it may take up to 6 weeks to obtain visa authorization for Thailentry visa.

Staff member can check with HCRU team for more information on a case-by-case basis.

### Once you receive notification of visa authorization, please take note of the following:

- 1. Please allow a few days after the date of authorization before contacting the Embassy/Consulate-General for visa application.
- 2. Authorization does NOT imply that the Embassy/Consulate-General will be issuing a visa within the same day. The visa processing time varies from one Embassy/Consulate-General to the other. Applicant is advised to contact the respective Embassy/Consulate-General on the visa application procedures, list of required documents and processing time to avoid delays or denial of visa application.

#### Secretariat of the INC on Plastic Pollution

- 3. Authorization does NOT imply that the applicant is exempted from regular visa application procedures and visa fees. The applicant must comply with ALL rules, regulations and requirements of the Embassy/Consulate-General, otherwise application may be rejected, or visa may not be granted.
- 4. The issuance of visas is at the sole discretion of each Embassy/Consulate-General, ESCAP nor the INC Secretariat are able to influence or alter the decision of the respective Embassy/Consulate-General.
- 5. Authorization is issued in the name of ESCAP, so be cautious when contacting the Embassy/Consulate-General.

**Courtesy visa:** Upon official request, Thai Embassies and Consulates-General may grant courtesy visas to diplomatic/official/ordinary passport-holders who wish to enter the Kingdom on official duty and/or other purposes. Supporting documents are documents issued by the governmental agency, foreign government or international organization, certifying the identity of the person concerned and his/her purposes while visiting the Kingdom.

### What to do when you submit visa application at the Royal Thai Embassy/Consulate-General?

Each RTE/RTCG may have different visa submission procedures, either on-line or in person, you are therefore kindly requested to explore their websites at Thai Embassy and Consulates for more information.

### What to do when arriving in Thailand?

Once arriving in Bangkok, the Immigration Officer will put an arrival stamp on your passport. The arrival stamp will indicate date of arrival in Thailand and the last day you are initially allowed to stay in Thailand. Following observations should be made when you receive arrival stamp on your passport

- 1. Please ensure you are granted the correct type of visa. Please refer to the above section on the type of visa you should obtain.
- 2. Upon arrival in Thailand, please ensure that immigration arrival stamp correlates with the type of visa granted for you (Non 'ED', Non 'F').





3. If you are eligible to enter under visa exemption scheme, you will receive the arrival stamp indicating ' $\omega$  30':



2. Guide to the Thailand e-Visa Application for Meeting Participants

As of 20 November 2023

# Guide to the Thailand e-Visa Application for Meeting Participants https://www.thaievisa.go.th/

This document will show information of how to apply for visa online step by step.

- 1. Create account
- 2. Fill in Application Form
- 3. Upload supporting documents
- 4. Pay Visa Fee
- 5. Wait for Approval
- 6. Stickerless visa sent by email



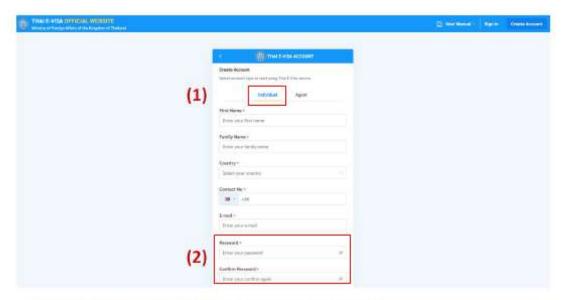




- (1) Select 'Individual' and fill in all required information
- (2) Fill in your email and password.

Password requirement

- Use a minimum length of 8 characters.
- · Include at least one lowercase letters (a-z)
- · Include at least one uppercase letters (A-Z)
- Include at least one number (0-9)



- (3) Read the terms and policy carefully and click the checkbox.
- (4) Enter the code.
- (5) Click 'Create Account'.



- (6) The verification link will be sent to your email. Please check your inbox to verify your account
- (7) Once you sign in, you will be directed to e-Visa Dashboard
- (8) Select 'Apply for new visa'

  THALE-VISA DEFICIAL VESSITE

  (As A Complete Complet

### STEP 2: Fill in Application Form

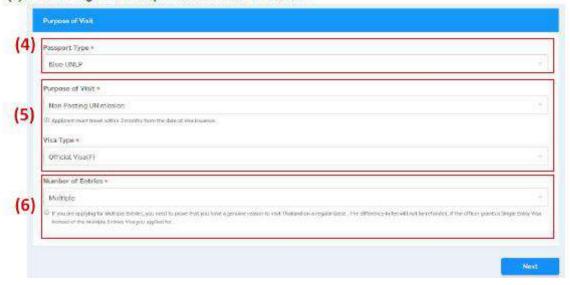
- (1) Please input your nationality
- (2) Please input location where you will apply for visa
- (3) Select Royal Thai Embassy/Consulate-General in your location



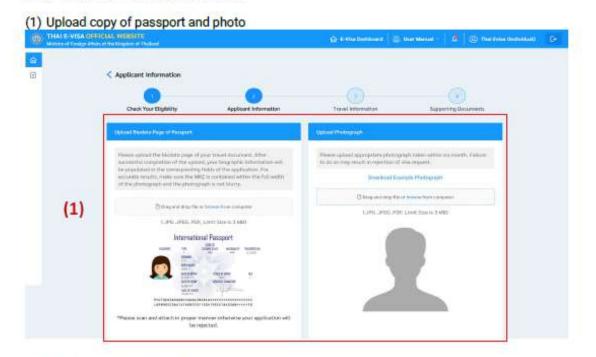
- (4) Select passport type that you will apply for visa with
- (5) Select purpose of visit: Depending on your answer to the previous section (4), different dropdown menus will appear. Below is the recommended purpose of visit for meeting participants and the type of the visa that is granted accordingly:

Passport Type	Purpose of Visit	Visa Type
Ordinary passport holders	Attending workshop, training or seminar organized by International Organization	Non-Immigrant Visa (ED)
Official/Service passport holders	On official mission	Official Visa (F)
Diplomatic passport holders	On diplomatic mission	Diplomatic Visa (F)
Blue UNLP holders	Non Posting UN Mission	Official Visa (F)
Red UNLP holders	Non Posting UN Mission	Diplomatic Visa (F)

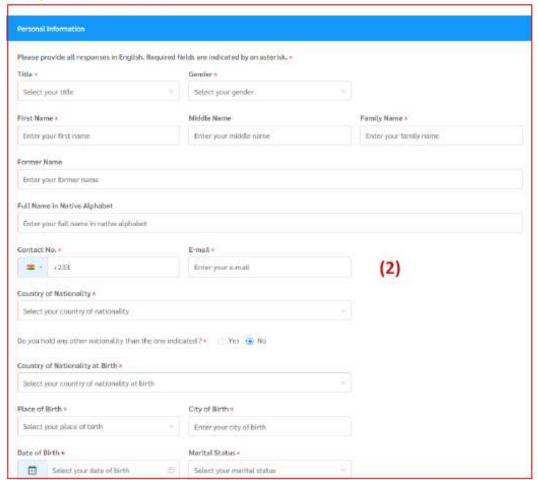
(6) Select 'Single' or 'Multiple' under Number of Entries



STEP 3: Upload supporting documents



# (2) Fill in personal information



Füght No. ×

Have you ever visited Thailand?\*
Have you ever applied for Thailviss?\*.
Are you triwelling as part of a tour group?\*

(3) Fill in travel document information (system can automatically generate this information after you upload copy of your passport) Type of Travel Document a PASSPORT Travel Document No. > A81000000 Place of Issuers (3) (05 Sep 2058 04 Oct 2023 (4) Fill in address information Home Address v Xonnonomo Country+ City+ United States New York is your permanent address same as your current address? \* \_\_\_\_ You . @ No. (4) Home Address s T23 X0000 City = Country o Ghoria (5) Fill in employment details Occupation + Company/Institute + Employee UNESCAR Arroad Income . (5)60,001 - 80,000 USS (6) Please indicate the planned dates of arrival and departure (\* tentative dates are acceptable) and provide information on the previous visit to Thailand and the visa. Travel Information Applicant should not apply for visa more than 3 months before the date of intended arrival. Intended Date of Arrival \* Intended Date of Departure \* (ii) 02 Jun 2023 29 May 2023 Duration of stay: 5 day (6)Port of Arrival . International Airport Type of Flight + Schedule (Commercial)

Yes □ No
 Yes □ No
 Yes □ No
 Yes □ No

Place of Stay in Thailand

Accommodation Type \*

Note! Hostel Guesthouse Private Property Committory

Accommodation Name \*

Arantara

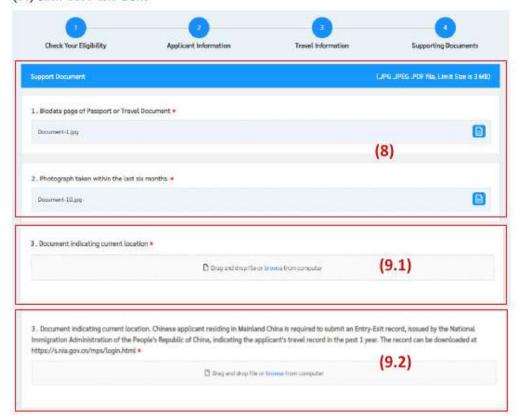
City \*

Bangkok

Additional Place of Stay in Thailand \* Yes No

(7) Please indicate the hotel in which you will be staying after your first arrival.

- (8) Item 1 and 2 is automatically generated.
- (9) Please upload proof indicating your current location
  - (9.1) For Non-Chinese staff and household members, please upload photo of immigration arrival stamp that proves your current location under item 3.
  - (9.2) For Chinese national, please follow the instructions under item 3.
- (10) Upload note verbale or invitation letter received from event organizer in Bangkok under item 4.
- (11) Click 'Save' and 'Done'





(12) After clicking 'Done', system will prompt a new window displaying details of your application and declaration statement for your acceptance and confirmation.

(13) Click 'Accept & Confirm'



(14) After clicking 'Accept & Confirm', system will prompt a new window offering options for you to submit the application or to add more applicant(s) to your submission.



### STEP 4: Pay Visa Fee

- (1) Once application form is completed, you will be directed back to dashboard
- (2) Click "Ready to Submit' tab, you will find your application
- (3) Select your application by clicking the box



### STEP 5: Wait for approval



### STEP 6: Sticker-less e-Visa sent by email (sample)



Royal Thai Embassy, London 29-30 Queen's Gate, London, SW7 5JB

28 September 2021

Foreign Affair's telex dated 1 September

90 days

#### Dear Xxxxx Xxxxx

We would like to inform you that your e-Visa application has been approved, with the following data

### A.VISA DATA:

LON001-202109-10XXXX Transaction reference number Visa number E1913XXX Non-Immigrant F Visa type Single Travel Issued with reference to the Ministry of · Visa conditions

2021. Date of grant 27 September 2021 · Visa must be used by 26 December 2021 · Length of stay in Thailand

### B. APPLICANT DATA:

 Name XXXXXX XXXXXXX Gender · Date of birth XX April 199X Nationality GBR · Passport (or other travel Document) number 52242XXXX Passport (or other travel Document) expiry date 27 March 2024

#### INFORMATION:

- INFORMATION:

  1. Airlines might ask for details in this e-mail so they can carry out checks to allow you to board the plane.

  2. To enter the Kingdom of Thailand, foreign nationals are required to comply with the Regulation issued under Section 9 of the Emergency Decree on Public Administration in Emergency Situation B.E. 2548(No.1) dated 25 March B.E. 2563(2020) and its amendments.

  3. This e-mail is automatically generated. As it is an automated notification we are unable to receive replies. Do not respond to this e-mail address.

  4. For further inquiries regarding the issuance of this e-Visa, please contact the visa section of Royal Thai Embassy, London.

Yours sincerely, Royal Thai Embassy, London

This e-mail was sent to xxxxx@gmail.com on 28 September 2021

19RG5NOME10494640



Participants who may need further assistance from ESCAP and the INC Secretariat on their visa application should fill up the following form: Submission of information form on visa application for INC Ad Hoc Intersessional Open-Ended Expert Groups or send an email to escap-da-hcru@un.org cc unep-incplastic.secretariat@un.org, well in advance, for necessary action.