

# Check List: Required Documents for Change Visa to Non-Immigrant “B”

## (In Case of 30/60/90 Days Permit)

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- 1. Original passport and signed copies of passport (bearer’s details), and the page identified the latest expiry date of visa
- 2. Completed Form TM.87
- 3. One recent photograph (size 4x6 cm)
- 4. Original contract and signed copy of the contract in both Thai and English
- 5. A signed copy of the university order
- 6. Original educational certificate or copy of educational certificate (must be translated into Thai or English and certified by local or overseas Embassy or Consulate of the foreigner and by the legalization division, Ministry of Foreign Affairs of Thailand)
- 7. An official letter to the immigration bureau (available at DID)
- 8. An Employment Certification from the university (available at DID)
- 9. A signed copy of the university act (available at DID)
- 10. A signed copy of an appointment of the university president (available at DID)
- 11. A signed copy of an identification card of the university president (available at DID)
- 12. An invitation letter (available at DID)
- 13. Application fee 2,000 Baht

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### Remarks:

1. Please sign on every page of the papers
2. Please prepare the original documents as proof
3. The application must be submit at least 15 days before visa expiration and, in case of overstaying in Thailand, application could not be submitted

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### Apply at:

Phitsanulok Immigration Office  
887/4-5 Baromtrailokanat Road,  
Muang District, Phitsanulok 65000  
Tel. 055-247-722