Thailand Visa Instructions – updated 3.15.2018

What you will need for the application packet:
☐ Passport
☐ 2 passport sized photos (2”x2”)
☐ $80 cash OR $80 money order
☐ Prepaid envelope with tracking addressed to yourself (Use either USPS express mail, UPS, DHL, or FedEx air. Do not use FedEx ground service) – This is required so that the Consulate can return your visa and passport to you. If it is not included they can hold your passport or charge a penalty fee so don’t forget to include it!
☐ Visa application
☐ Learning Abroad Center letter (This will be sent to you directly from the Learning Abroad Center approximately 60-75 days prior to departure. You will receive two copies: one to mail in with this application and an extra to travel with.)

PLEASE READ THROUGH CAREFULLY AND COMPLETE EACH STEP COMPLETELY

Step 1: Gather all of the items listed above.

Step 2: Complete the remainder of the visa application using your passport.

Step 3: Sign and date your application. Attached one photo to the application in the space provided (put tape or glue on the back of the photo). Use a paperclip to attach the other photo to the application.

Step 4: Place all of the items listed in the checklist above in an insured envelope with tracking. Use the checklist above to make sure you include everything. Failure to include all items, especially the prepaid envelope with tracking addressed to yourself, will result in delays and penalty fees.

Step 5: Address the insured envelope with tracking to the following:

Royal Thai Consulate General
ATTN: Mary Wheeler, Consular Assistant
The Maytag Building
1136 NW Hoyt Street, Suite 210
Portland, Oregon 97209

Step 6: Mail your completed package.

Step 7: Upon receiving your passport back from the Thai Consulate, check the information and dates on the visa to make sure it is all correct.

Step 8: Scan your visa and upload it to your study abroad confirmation checklist.

Note: Students should complete this process 60 days prior to departure. Do not wait until the last minute! Do not send your application to the consulate more than 90 days before you intend to enter Thailand.