

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.