

## How to apply a SMART Visa (valid until 1 May 2018)

### Step 1 :

Applicants who wish to apply for a SMART visa are requested to kindly read [the information on SMART Visa](#) on this site carefully. Create your account in order to submit an application for qualification endorsement via the SMART Visa Online System at <https://smart-visa.boi.go.th>

Upon receiving automatically generated e-mail, please click a link provided in the e-mail to activate your account.

### Step 2 :

Log in to your account on the SMART Visa Online System to download an application form for qualification endorsement for SMART Visa (PDF File) and fill out the application form by typing into the PDF file.

Print, affix your photograph and sign the completed application form.

### Step 3 :

Please ensure that you prepare all required documents for SMART Visa type which you wish to apply for. You may refer to the document checklist found in the end of the application form or [The list of required documents](#) and scan all the supporting documents except the PDF application form.

### Step 4 :

Once all the supporting documents are scanned, upload all the documents including the application form and supporting documents in PDF format to the SMART Visa online system, then click "SUBMIT" to submit all the documents online.

Please note that online submission is aimed to support the paper work done by the officials. It does NOT count as official lodgement. The total processing time frame for qualification endorsement is 30 working days from the date of official receipt of complete documents.

*Remarks: applicant must type into the PDF application form and upload the complete form to the system without filling out by handwriting and scanning it because this might cause delay in the information processing process.*

### Step 5 :

All supporting documents and information should be submitted together with the complete and signed application. An applicant may send all the documents by post to or come in person to submit them at the SMART Visa Unit, One Stop Service Center for Visa and Work Permit (OSS) located at

18th Floor, Chamchuri Square Building,  
Chamchuri Square Building, Phayathai Road  
Pathumwan, Bangkok 10330

Alternatively, the documents can be lodged at the Royal Thai Embassies /The Royal Thai Consulate Generals where an applicant resides.

**Please note that the Office of the Board of Investment reserves the right to reject any application with insufficient documents which in such event the applicant will be informed of the matter as soon as possible.**

### Step 6 :

Upon receiving a qualification endorsement letter, an applicant residing abroad can then proceed with applying for smart visa at the Thai Embassies or Consulates. If the applicant resides in Thailand, he or she can file for the SMART Visa at the Immigration at the One-Stop Center for Visas and Work Permits (OSS) at Chamchuri Square within 60 days for which the endorsement letter issued by the Office of the Board of Investment is valid.