

**Required Documents to be Submitted  
for Qualification Endorsement for Smart visa “O” (Spouses and Children)**

This checklist is for you to identify which documents you are submitting with your application. Further guidance is available at <http://smart-visa.boj.go.th>

SUPPORTING DOCUMENTS SUBMITTED		Original	Copy
1.	Completed application form of APPLICATION FOR QUALIFICATION ENDORSEMENT FOR SMART VISA “O”	✓	
2.	Valid passport		✓
3.	Passport of the eligible Smart Visa holder (Smart T, I, E, S)		✓
4.	Evidence of family relationship (i.e. marriage certificate, birth certificate)		✓
EVIDENCE OF EMPLOYMENT AND CORPORATE			
5.	Employment contract or certified employment letter from corporate/institution in Thailand (if any)		✓
ADDITIONAL INFORMATION			
6.	Medical certificate issued from the country of which the applicant is a national or a permanent resident or where the application is submitted, showing no prohibited diseases (Leprosy, Tuberculosis, drug addiction, Elephantiasis, third phase of Syphilis) as indicated in the Ministerial Regulation No. 14 B.E. 2535	✓	
7.	In case of Smart Visa “S”, Health insurance policy covering entire course of stay in Thailand * Submission of this document can be done separately at a later date before a notification letter is issued		✓
8.	In case of Smart Visa “S”, Financial evidence of fixed saving in Thailand or in a foreign country with balance of not less than 180,000 Baht per person or equivalent for each additional family member and the remaining maturity term of at least 1 year	✓	
9.	Power of attorney if the application is submitted by a representative	✓	
	Note: A letter of verification issued from the country of his or her nationality or residence stating that the applicant has no criminal record may be requested on a case-by-case basis.	✓	

- I confirm that I have read the guidance and there are no other documents to submit. For document are not in English, I have provided a certified translation.
- I hereby authorize OSS and related governmental institutions to share this information provided among the agencies involved in this qualification endorsement process.
- I understand that a decision may be made on my application based on these documents only.
- I understand that I may be contacted or requested for additional documents or information from government offices or its representative.

\* All processes may take approximately 30 working days to process providing that you are able to provide all complete documents at the start, so please allow considerable time to begin the process before your immigration stamp expires.

Applicant’s Name \_\_\_\_\_ Applicant or representative’s Signature \_\_\_\_\_

**For Official Use Only**

Date: \_\_\_\_\_ Submission Officer’s Name \_\_\_\_\_ Signature \_\_\_\_\_