

Procedure of bringing in Foreign Expert via e-Expert system (Section 25 of Investment Act.)



Step 1 Apply Non-Immigrant visa Type B (Business) at Royal Thai Embassy or Thai Consulate aboard.
More information please visit website of Ministry of Foreign Affairs
www.mfa.go.th >> Consular Services.

Step 2 Apply to BOI via e-Expert system after entering to Thailand.
More information please visit website of Thailand Board of Investment
www.boi.go.th >> INVESTMENT PROMOTION >> Procedures >> Procedure to Bring in Foreign Experts >> Procedure to Bring in Foreign Experts

	Submit request number (on e-Expert system)	Processing Time
Urgent 30 days	6.1 Urgent permission for foreign experts to work temporary	Within 3 hours
Temporary not longer than 6 months	6.2 Bringing in foreign experts to work temporary	Within 3 working days
Permanent (2 steps)	1.1 Application for foreign experts positions	Within 5 working days
	4.1 Appoint expert to Approved position	Within 3 working days
Support letter for cooperation in visa stamp	7.1 Request for cooperation in visa stamp	Within 3 working days

Step 3 Apply for Work Permit to Employment department at One Stop Service Center for Visa and Work Permit in Bangkok or Provincial office after have got an approval document from BOI on step 2

Step 4 Apply for Stay Permit to Immigration at One Stop Service Center for Visa and Work Permit in Bangkok or Immigration in the company zone after have got an approval document from BOI on step 2

Please Note:

1. Before expert entering, company can request a support document from BOI for apply Non-B visa by submit a request number 7.1 Request for cooperation in visa stamp
2. After BOI approved on **step 2**, expert has to apply a work permit immediately or not more than 15 days after.
3. Request number 1.1 Application for foreign expert positions, company can submit this request in advance before the expert entering.
4. Request number 4.1 Appoint an expert to Approved position, company can apply when the expert is in Thailand with Non-B visa only.

For more information: please contact Foreign Expert Unit: 022091162-4 or visawork@boi.go.th