

Check List: Required Documents for First Work Permit

- 1. Completed Form WP.1
- 2. Three photos size 5X6 cm. (taken within 6 months)
- 3. Copy of the contract in both Thai and English
- 4. A signed copy of the university order
- 5. Medical certificate obtained at either a hospital or clinic (issued within 60 days)
- 6. Signed copies of passport (bearer's details), Non-Immigrant "B" page, the page identified the latest expiry date of visa and arrival and departure card TM.6
- 7. A signed copy of educational certificate
- 8. Manpower chart
- 9. An Employment Certification from the university (available at DID)
- 10. Form WP.10 (available at DID)
- 11. NU map (available at DID)
- 12. Fee for applying 100 Baht
- 13. Fee for work permit
 - 750 Baht (Less than 3 months)
 - 1,500 Baht (Between 3-6 months)
 - 3,000 Baht (More than 6 months)

Remarks:

1. Please sign on every page of the papers
2. Please prepare the original documents as proof

Apply at:

Phitsanulok Provincial Employment Office
Provincial Hall (New Building), the third floor,
Wangchan Road, Phitsanulok, 65000
Tel. 055-246-257