

Check List: Required Documents for Work Permit Extension

- 1. Original Work permit and its copy
- 2. Completed Form WP.5
- 3. Copy 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
- 4. Copy of the contract in both Thai and English
- 5. Copy of the university order
- 6. Copy of evidence of income tax payment (Por Ngor Dor 91) of previous year (such as copy of Por Ngor Dor 91 plus a receipt of tax payment)
- 7. An official letter for Work Permit extension (available at DID)
- 8. An employment certification (available at DID)
- 9. Application fee 100 Baht
- 10. Fees for work permit
 - 750 Baht (not longer than three months)
 - 1,500 Baht (longer than three months but does not exceed six months)
 - 3,000 Baht (longer than six months but does not exceed one year)

Remarks:

1. Work Permit must be extended prior to the expiration of the permit term
2. Please sign on every page of the papers
3. 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