

CHECKLIST FOR EMPLOYMENT PURPOSE APPLICATION

1	☐	Short stay visa application form, duly filled out, dated and signed by applicant (original) (Case 36 and 37 and the last two cases at the end of the Visa application form); The visa application form must be signed by both parents in case of the minor child;
2	☐	One recent passport size color photo with white background a) Format 3.5 cm x 4.5 cm. b) Taken from the front; without obstruction. c) Recent (less than 6 months old). d) Ears and eyebrows must appear on the picture. e) The photo must be a close-up of your head and the top of your shoulders so that your face takes up 70-80% of the <i>photograph</i> .
3	☐	Passport Original and Copy a) with a validity of at least 3 months from departure time from Schengen Zone. b) be issued within the previous 10 years. c) with 2 blank pages.
4	☐	For non-Thai citizens: Evidence of legal residence / long-term visa in Thailand
5	☐	Certificate of employment , signed with original Company Stamp (document from the employer stating the applicant's position in the company, period of employment, salary and period of holidays granted). The certificate has to be valid for one month after issuing OR
6	☐	Business registration (in case of business owners) The certificate has to be valid for one month after issuing. OR
7	☐	Proof of school attendance (in case of children) The certificate has to be valid for one month after issuing. OR
8	☐	Retired: Proof of Pension
9	☐	Invitation letter
10	☐	Supporting letter from company
11	☐	Bank statement for last 3 months – savings is also accepted, preferably where we can see the salary
12	☐	Travel plan – dates, travel routes, activities, indicating people travelling together
13	☐	Flight ticket booking – booking is enough, but each and every route
14	☐	Accommodation (private / hotel)
15	☐	Travel insurance – Schengen Zone / Worldwide destination, not Hungary, list of accepted insurance companies: https://bangkok.mfa.gov.hu/eng/page/c-visa-information
16	☐	Proof of previous Schengen visa (if any, copies of all of them)
17	☐	Further info: https://bangkok.mfa.gov.hu/eng/page/c-visa-information

Important information:

- **Document in Thai language should be translated in English**
- You can submit your application at the earliest 180 days before your planned visit.
- The visa fee is non-refundable if the visa is denied.
- A later change to the purpose of the visit is not admissible. A prolongation of the visa is not possible. In both cases, a new application has to be entered.
- The Consular administration has full authority to evaluate and request additional documentation, if deemed necessary, in addition to what is submitted. Furthermore, the applicant is hereby informed that submitting all required documentation does NOT guarantee the issuance of any particular visa.

Dear Applicant,

A complete application is a crucial step for a fast processing of your visa.

Please choose one of the following options, tick off the desired choice and sign this confirmation letter.

I have been informed that I lack to submit supporting documentation for the type of visa I require (based on the according checklist). I acknowledge this shortfall, hence:

- ☐ I wish to complete my visa application and will be coming back before 16:00 today with the missing document/s to resubmit my application.
- ☐ I have decided not to submit my application this time because of the lack of documents. I will complete the requirement and am willing to postpone and re-book the appointment.
- ☐ I decided to submit my application even though there are lacking documents. I am also aware that there is a risk of my application being rejected.

The processing time for a Visa application is 15 calendar days according to Visa Schengen Code if the application is complete and all requested documents have been submitted. Requests for additional documents and/or need of interviews or other issues will extend this period up to 45 days.

I, the applicant declare that I have also received back all my original documents, which I had showcased as evidence to the VFS counter staff

Date:

Signature of Applicant:

Name of VFS Staff:

Name of VFS Staff:
