

## Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.32 In the case of a person is an athlete or personnel relating to athletics

**Agency:** Immigration Bureau, Royal Thai Police

### Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the company, association, or football club that the alien works for is located. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit [www.immigration.go.th](http://www.immigration.go.th) for more information.

### Service Channel

|                                                                                                                                                                                   |                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>Place of Service</b><br>(Remark: (Service time is subject to the office hours of each immigration checkpoint.))<br>Please contact in person at a local immigration checkpoint. | <b>Service time</b><br>Monday to Friday (except official holidays),<br>Time: 08.30 -16.30, (Have a lunch break.) |
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### Procedures, Time, and Responsible Section

**Total Time:** 21 working days 90 minutes

| No. | Procedures                                                                                                                                                                                                                                                                                                                                                                                                                  | Time            | Responsible Section                                   |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------|
| 1)  | <b>Inspection of documents</b><br>1. An officer receives an application.<br>2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.)<br>3. Receive a fee and issue a receipt.<br>4. An officer stamps a result hearing appointment and signs.<br>(Remark: -) | 60 mins.        | Immigration Division 1 and Immigration Division 3 - 6 |
| 2)  | <b>Consideration</b><br>Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration.<br>(Remark: -)                                                                                                                                                                                                                                  | 21 working days | Immigration Division 1 and Immigration Division 3 - 6 |
| 3)  | <b>Sign for approval / Committee's Resolutions</b><br>1. Submit the original passport.<br>2. An officer stamps a visa and signs.<br>3. Return the passport.<br>(Remark: -)                                                                                                                                                                                                                                                  | 30 mins.        | Immigration Division 1 and Immigration Division 3 - 6 |

### List of Required Documents

| No. | Documents and Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Authority                |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1)  | <b>Passport</b><br><b>Original</b> 1 copy<br><b>Copy</b> 1 copy<br><b>Remark</b> -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | -                        |
| 2)  | <b>Working Permit</b><br><b>Original</b> 1 copy<br><b>Copy</b> 1 copy<br><b>Remark</b> -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Department of Employment |
| 3)  | <b>Application Form (TM.7)</b><br><b>Original</b> 1 copy<br><b>Copy</b> 0<br><b>Remark:</b> (Photo Attached)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Immigration Bureau       |
| 4)  | <b>The Acknowledgement of Penalties for a Visa Overstay</b><br><b>Original</b> 1 copy<br><b>Copy</b> 0<br><b>Remark</b> -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Immigration Bureau       |
| 5)  | <ol style="list-style-type: none"> <li>1. Copy of evidence proving company registration, such as a certificate of company certified by the registrar within the previous six months or a copy of the license to establish said organization issued by a government agency or a copy of obtaining permission to operate the organization issued by the relevant government agency</li> <li>2. Copy of the list of shareholders certified by the registrar within the previous six months (in case of the limited company)</li> <li>3. Letter from a company, association, club, or organization confirming employment</li> <li>4. Employment contract</li> <li>5. Letter of confirmation from the Sports Authority of Thailand</li> <li>6. Copy of evidence prepared in English proving status of being an athlete of a company, associate/football club where an applicant currently works /previously worked, certified by the Ministry of Foreign Affairs or an agency in charge of the country thereof submitted together with a visa application prior to entering the Kingdom</li> <li>7. Copy of the letter of certification of non-criminal/drug record from the country where an applicant resided, submitted together with a visa application prior to entering the Kingdom</li> <li>8. Copy of the individual income tax return for the latest year together with the payment receipt (if any)</li> <li>9. Location map showing an applicant's workplace and photographs of the interior and exterior of the workplace during business hours</li> <li>10. Documents or other evidence as prescribed by the committee monitoring the work operations of competent officials of the Immigration Bureau               <ol style="list-style-type: none"> <li>A. Certification of alien employment as prescribed by the Immigration Bureau (STM.1)</li> <li>B. Acknowledgement of Terms and Conditions for Permit of Temporary Stay in the Kingdom of Thailand (STM.2)</li> </ol> </li> <li>11. List of aliens working in the organization</li> </ol> |                          |

**Fee**

| No. | Fee Details               | Fee (Baht /Percentage) |
|-----|---------------------------|------------------------|
| 1)  | <b>Fee</b><br>(Remark: -) | 1,900 baht             |

**Complaint Channel / Service Suggestion**

| No. | Complaint/Suggestion                                                                                                                                                                                                                                      |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1)  | Immigration Bureau<br>(Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))                                                                                              |
| 2)  | Local Immigration Checkpoint<br>(Remark: -)                                                                                                                                                                                                               |
| 3)  | Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office<br>(Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300)) |

**Application Form, Sample, and Instruction for filling out the form**

| No. | Application Form                                                                                  |
|-----|---------------------------------------------------------------------------------------------------|
| 1)  | Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM<br>(Remark: -) |

**Remark-**