



Before making a reservation for affixing Privilege Entry Visa

- **How to obtain Privilege Entry Visa at Chaeng Wattana Immigration Office,**
Please send us all required documents as shown below.

1. **Passport** – Please send us a picture of your current passport that you would like to affix Privilege Entry visa in it.

Important

- Please make sure that your passport number is as same as the one registered upon membership application process.
- If you have a new passport, and the passport number is not as same as in your Thailand Privilege Card Membership application form, please notify memberservice@thailandprivilege.co.th as you will be required to sign a consent form for your new passport before making an appointment to affix Thailand Privilege Visa.

*** Thailand Privilege Card Co., Ltd. will not proceed to make an appointment for you in case of mismatched passport numbers***

2. **Visa**– Please send us a picture of your current visa page. If you do not have any Thai visa, please send us a picture of your latest arrival stamp and all extension stamps during your latest stay in the country (if any).

Important

If you are holding a Non-Immigrant visa (Non-B, Non-ED, or Non-O), please find the instructions as follows;

- 2.1 Please send us a copy of your Non-B Visa, Non-ED Visa, or Non-O visa page.
- 2.2 Please send us proof from the immigration office that your Non-B Visa, Non-ED Visa, or Non-O visa has been properly cancelled.
- 2.3 If you have not cancelled your Non-B Visa, Non-ED Visa, or Non-O visa and you wish to do it on the same day of an appointment to affix Thailand Privilege Visa, you are required to..
 - 2.3.1 Request an official letter from Thailand Privilege Card Co., Ltd , to certify that you will affix Privilege Entry Visa after your Non-Immigrant visa is cancelled. Simply inform memberservice@thailandprivilege.co.th that you need this letter before making an appointment.

***Without this letter, you will not be allowed to affix Privilege Entry Visa after your current Non-Immigrant visa is cancelled. ***

- 2.3.2 Prepare a contract termination letter (please ask for this letter from your workplace, or from school/university).

Without this letter, the immigration officer may refuse to cancel your current visa, which will cause you to not being able to affix Privilege Entry Visa

Remark: The Non-Immigrant visa must be cancelled at the immigration office where the visa has been issued or extended. **You will not be allowed to cancel at the Chaeng Wattana immigration office if your Non-Immigrant visa was not issued there.**

3. **Arrival Stamp**– please send us a picture of your latest arrival stamp in your passport, with clear details of “admitted until” date.

Important

- 3.1 Please make sure that the latest arrival stamp is in the passport that you would affix Privilege Entry Visa.
- 3.2 If you hold two passports, and the new passport is without an arrival stamp in it, you will be required to transfer the arrival stamp from your old passport into the new passport first. Please complete this process at the immigration office in your area of residence. In case your new passport is issued from your Embassy in Thailand, you will also be required to prepare a Certification Letter from the embassy as well.

4. **TM30 Receipt** – Please send us a picture of your current TM30 receipt.

Important

- 4.1 Please make sure that you have successfully done TM30 before making an appointment to affix Thailand Privilege Visa.
- 4.2 A complete TM30 receipt will show the date of submission. Please make sure that the date shown in your TM30 receipt is after your latest arrival date into the Kingdom of Thailand.

5. **Membership card or Certified Letter of Membership** – If you have not received your membership card, we will prepare it for you.

Remark:

Overstay Record– If you have an ‘overstay’ record in Thailand in your current stay, please be informed that the immigration office **will not** allow you to affix Privilege Entry Visa at Chaeng Wattana Immigration Office. You will be required to leave the country to clear off your overstay record first before making a new appointment to affix Privilege Entry Visa at Chaeng Wattana Immigration Office.

➤ **How to obtain Privilege Entry Visa while you are in Thailand:**

1. Upon arrival from direct flight at Suvarnabhumi, Phuket and Chiang Mai International Airports:

The appointment must be made 5-7 business days prior to your flight's arrival time, through the Member Contact Center. Please note that the Elite Personal Assistant (EPA) service is mandatory for all arrivals.

Document to prepare:

- Registered passport
- Arrival flight details

Remark:

- An official tourist visa is required for certain nationalities prior to arriving in Thailand. Please check with the Embassy and the Airlines for the specific conditions before arriving in Thailand.
- For connecting flight passengers who wish to affix a Privilege Entry Visa during transit, a minimum of 4 hours gap before the next flight is strictly required.

2. At the Chaeng-Wattana Immigration Office

The appointment must be made 5-7 business days, or the appointment date is subject to the availability of Elite Personal Liaison (EPL). The service time is from 09.00 – 11.30 a.m., and 01.00 – 02.30 p.m.

Document to prepare:

- Registered passport/ Latest Entry Stamp/ Visa Extension Stamp
- TM30 receipt

Remark:

- Applicant who holds Tourist Visa, Visa on Arrival, or a 30-Day Exempted Tourist Visa (TR30) can change to Thailand Privilege Visa without cancellation of the current visa.
- Applicant who holds Non-Immigrant Visas must cancel the current visas prior to switch to Thailand Privilege Visa. It is crucial that an appointment for the visa affix service is made before canceling the Non-Immigrant Visa or during the 7-day Stay Extension period (the extension of stay is subject to the immigration policy, an additional fee of THB1,900-is applied for a stay extension).

- For members who are currently holding Non-immigrant B or Non-immigrant O visa was issued or extended in Bangkok. Members are required to visit the Chaeng Wattana Immigration office to complete the cancellation procedure and request to get the Privilege Entry Visa affixed on the same day (cancel in the morning period and get Privilege Entry Visa in the afternoon).
- For members who are holding Non-immigrant B or Non-immigrant O visa issued or extended in provinces outside of Bangkok, the person must first cancel their Non-immigrant visa at the issued location/province and then get Privilege Entry Visa affixed at the Chaeng Wattana Immigration office in Bangkok. It is crucial that an appointment for the visa affix service is made before canceling their Non-Immigrant Visa or during the 7-day Stay Extension period (THB 1,900 fee must be paid to the immigration office for this extension). Members may only request to obtain the Privilege Entry Visa at the Chaeng Wattana Immigration office in Bangkok.
- To cancel a Non-Immigrant Visa: You are required to maintain the standard qualifications for the non-immigrant visa until the cancellation of your visa. In the event that you have violated the standard qualifications for the non-immigrant visa, you are unable to obtain Privilege Entry Visa at the Chaeng Wattana Immigration office in Bangkok and it may result in an overstay record.
- If applicants have an 'overstay' record in Thailand from their last entry stamp, the immigration office will refuse to affix a Privilege Entry Visa.

➤ **How to obtain Privilege Entry Visa outside of Thailand**

For members who are currently overseas, after receiving the welcome letter with the membership ID number, please contact the Member Contact Center (MCC) at +66 235 23000 or memberservice@thailandprivilege.co.th to request the visa affixation service at **the Royal Thai Embassy or the Royal Thai Consulate-General**. (The minimum waiting time is about 21 working days after the booking confirmation).

After booking confirmation, members are required to contact The Royal Thai Embassy or the Royal Thai Consulate-General in their area directly to schedule the visa affixation date.

For members intending to **affix the Privilege Entry Visa outside their home country**,

- For members holding **Chinese/ Bangladeshi/ Nepalese or Sri Lankan passports** intended to have a Privilege Entry Visa affixed outside their home country, they will be required to have a permanent residence/long-term visa and a visa with a work permit with the validity more than 1 year according to the Department of Consular Affairs policy, Local Embassy and Consulate.
- For **other nationalities**, please contact the local embassy or consulate before making a visa affixation appointment.