



New Crew Flight Update

Thursday, July 16, 2020

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Purpose of Communication	Documents/links
1. To inform new teachers of a change in the process for securing flights to Bangkok.	<ul style="list-style-type: none">• Guideline for Requesting VISA & CoE• Visa info• Teacher Site
2. Clarify the VISA application process (page 2)	<ul style="list-style-type: none">• Q & A doc• New Teacher Intros Slide Deck - due July 17

[Flight & Visa Update YouTube video](#)

Process for Flights

Once you are actually able to purchase a flight.

There has been a change in the process for securing your flights. Specifically, you are asked to make all flight arrangements, including paying for the flight. You will be reimbursed for your flight upon arrival to Bangkok. In addition, you will also receive a settling allowance of 30,000 baht upon arrival.

You will be reimbursed for economy class airfare and flight cancellation/trip insurance.

Steps:

1. Book and pay for a flight from your home to Suvarnabhumi International Airport (BKK) in Bangkok, Thailand.
2. Please purchase flight cancellation/trip insurance in case the flight is cancelled or you need to make modifications to the reservation. (This will also be reimbursed by the school).
3. Digitize the receipts for the trip and flight insurance and email them to Ms. Sumon Sumon@tcis.ac.th and Ms. Nang patcharin@tcis.ac.th (copy Tom).
The cost of the economy class airfare (and flight cancellation/trip insurance) as shown on the receipt will be reimbursed to you.
4. Digitize the flight itinerary, if not part of the receipt and email it to Ms. Sumon (copy Tom)

Dr. John informed me today that this change is necessary to make sure you are able to maneuver the flight process and any changes that may arise due to the uncertainties with travel at this time.


If you asked the school to purchase your flight previously, please understand this communication serves to notify you that the school will not be making any flight purchases on your behalf. The school will promptly reimburse the cost of the economy class ticket and flight cancellation/trip insurance and provide your 30,000 baht settling allowance as soon as is practicable upon your arrival in Bangkok.

Process for Visa (Non Immigrant B)

See this link for more information and note on the form below the highlighted areas. For the VISA application, you do not need to purchase a flight ticket. You do need to search out a flight and provide the Flight number on the VISA application. Keep receipts for your VISA expenses.

Non Immigrant B Visa Application process

Please attach
2 photographs
taken within
the last 6 months
(2x2 inches)



VISA APPLICATION FORM
 Royal Thai Consulate-General, Chicago
 700 N. Rush St., Chicago, Illinois 60611
 Tel. 312-664-3129 ext. 108 Fax 312-219-8663
 Visa@thaiconsulatechicago.org www.thaiconsulatechicago.org

Please Indicate Type of Visa Requested

☐ Diplomatic Visa
 ☐ Official Visa
 ☐ Courtesy Visa
 ☐ SMART Visa
 ☒ **Non-Immigrant Visa**
☐ Tourist Visa
 ☐ Transit Visa

Number of Entries Requested 1

☐ Mr. ☐ Mrs. ☐ Miss _____

First Name Middle Name Family Name (in BLOCK letters)

Former Name (if any) _____

Nationality _____

Nationality at Birth _____

Birth Place _____ Marital Status _____

Date of Birth _____

Type of Travel Document _____

No. _____ Issued at _____

Date of Issue _____ Expiry Date _____

Occupation (specify present position and name of employer) _____

Current Address _____

Tel. _____ E-mail _____

Permanent Address (if different from above) _____

Tel. _____

Names, dates and places of birth of minor children (if accompanying) _____

Date of Arrival in Thailand **give an estimate** _____

Traveling by **air** _____

Flight No. or Vessel's name _____ insert flight # - search out a flight based on your estimated date of arrival. You do not need to purchase a flight for the application but do need to provide an actual flight number.

Duration of Proposed Stay **use date of arrival from above through July 31, 2021** _____

Date of Previous Visit to Thailand _____

Purpose of Visit: ☐ Tourism ☐ Transit

☐ Business ☐ Diplomatic/Official

☒ Other (please specify) **Teaching** _____

Countries for which travel document is valid _____

Proposed Address in Thailand **101/177 Moo 7 Soi Mooban Bangpleenives,**
Prasertsin Road, Bangplee Yai,
Samutprakarn 10540 Thailand

Name and Address of reference in U.S.A. _____

Tel./Fax. _____

Name and Address of reference in Thailand
Dr. John McGrath
101/177 Moo 7 Soi Mooban Bangpleenives,
Prasertsin Road, Bangplee Yai,
Samutprakarn 10540 Thailand

Tel./Fax. **+66 2 751-1201**

Signature _____ **Date** _____

Attention to Tourist and Transit Visa Applicants

I hereby declare that the purpose of my visit to Thailand is for pleasure or transit only and that in no case shall I engage myself in any profession or occupation while in the country.

Signature _____ **Date** _____

FOR OFFICIAL USE mfa/visaform 18062010

Application/Reference No. _____

Visa No. _____

Type of Visa:

☐ Diplomatic Visa

☐ Official Visa

☐ Courtesy Visa

☐ Non-Immigrant Visa

☐ Tourist Visa

☐ Transit Visa

☐ SMART Visa

Category of Visa: _____

Number of Entries:

☐ Single
 ☐ Double
 ☐ Multiple
 ☐ _____ Entries

Date of Issue _____ Fee _____

Expiry Date _____

Documents Submitted _____

Authorized Signature and Seal _____

