

## Check List: Required Documents for First Work Permit

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- ☐ 1. Completed Form WP.25
- ☐ 2. Three photos size 5X6 cm. (taken within 6 months)
- ☐ 3. Copy of the contract in both Thai and English
- ☐ 4. A signed copy of the university order
- ☐ 5. Medical certificate obtained at either a hospital or clinic (issued within 60 days)
- ☐ 6. Signed copies 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 (if any)
- ☐ 7. A signed copy of educational certificate
- ☐ 8. Manpower chart
- ☐ 9. An Employment Certification from the university (available at DIALD)
- ☐ 10. Form WP.52 (available at DIALD)
- ☐ 11. Form WP.55 (available at DIALD)
- ☐ 12. NU map (available at DIALD)
- ☐ 13. Fee for applying 100 Baht
- ☐ 14. Fee for work permit
  - 750 Baht (Less than 3 months)
  - 1,500 Baht (Between 3-6 months)
  - 3,000 Baht (More than 6 months)

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### Remarks:

- 1. Please sign on every page of the papers
- 2. Please prepare the original documents as proof

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### Apply at:

Phitsanulok Provincial Employment Office  
Provincial Hall (New Building), the third floor,  
Wangchan Road, Phitsanulok, 65000  
Tel. 055-246-257