

# THAI-CHINESE INTERNATIONAL SCHOOL

The following important information is for new overseas hire teachers

## 1. Passport

Please make sure to have a passport that is valid for at least one year. Please fax or send us a copy of your passport (the page with your full name and passport number). We need it to prepare a letter for you to apply for a non-immigrant B. visa. If your spouse or children come to live with you in Thailand please give us a copy of their passport, too. Please make sure to have a passport that is valid for at least one year.

## 2. Applying for a Non-Immigrant B. Visa

You have to apply for a non-immigrant B. visa before coming to Thailand. Normally, a visa can be obtained from the Thai Embassy or the Consulate in your country that is valid for 90 days. The school will prepare a letter stating that we will hire you as a teacher in our school. We will mail this letter to you sometime in May or June so that you can apply for a non-immigrant visa.

New teachers should not arrive too early before the start of the school year as this may cause your visa to expire early on.

## 3. Degree, Transcript, Teaching Certificate or Teacher License

Please send copies to us and **bring the original with you when you come to Thailand.**

## 4. Letter from your previous employers (school) if any

Please send us copies of the letter from your previous school(s) (on the school's stationary) stating your position and verifying the years you worked for them. (from when to when). **Please bring the original with you when you come to Thailand.** (Letter from your current school can be given to us when you come to Thailand.)

## 5. Marriage License and Children's Birth Certificate

If your spouse comes to live with you in Thailand but he/she does not work for our school we need your marriage license. If your children come with you we need their birth certificate. **Please bring the original with you when you come to Thailand.** Marriage license and birth certificate are needed for visa extension of your spouse and children. For passport holder of Taiwan R.O.C. a **House Registration** is needed if your child come to live with you in Thailand

**Note: For passport holder of Taiwan R.O.C.** All documents need to be translated into English and get a stamp by the Ministry of Foreign Affairs in Taiwan. If it's not convenient for you to get a stamp by the Ministry of Foreign Affairs you may have the stamp by Local Authority, but you will have to get another stamp by the Taipei Economic and Trade Office in Bangkok. This case you will have to pay 600 Baht per stamp.

## **6. Form for you to fill out**

We will send you a form. Please fill it out and send it back to us. The information on the form is needed for your application for the Thai Teaching Permit and Work Permit. We will prepare all paper work to be ready for you to sign when you come to Thailand so that we can submit an application for your Teaching Permit as soon as possible upon your arrival to Thailand.

After submitting application it usually takes about 1 - 1.5 months to get Thai teaching permit. After we receive your Thai teaching permit we will apply for your work permit which also takes about a month.

## **7. Shipping Clearance**

The new teachers (overseas hire) should not send things by air or by sea freight before the school confirms the completion of the work permit. It will be finished about one month after the completion of the teaching permit, around the end of October or November. Work permit has to be shown to customs for tax exemption.

## **8. Medical Examination**

Pre-employment medical examination is required. The expense for medical exam cannot be reimbursed. The school will send the air ticket to teachers after receiving the medical examination.