

*How to submit visa application*  
**ຂັ້ນຕອນການຍື່ນຄໍາຮ້ອງຂໍວີຊາ**

**Before submitting visa application / ການຍື່ນຄໍາຮ້ອງຂໍວີຊາ**

- Fill in the embassy's visa application form. Visa application form could be downloaded at the Royal Thai Embassy's website or available free of charge at Consular Section.
- ກອກແບບຟອມຂໍວີຊາ ເຊິ່ງສາມາດດາວໂຫຼດແບບຟອມໄດ້ທີ່:  
<http://vientiane.thaiembassy.org/upload/pdf/VisaApplicationform.pdf> ຫຼື ຂໍຮັບໄດ້ທີ່ ສໍານັກງານຝ່າຍກົງສູນໂດຍບໍ່ມີຄ່າໃຊ້ຈ່າຍ.
- Attracted two 3.5 x 4.5 cm photographs of the applicant. The photographs must be in white color background.
- ຕິດຮູບສີເພີ່ນຫຼັງສີຂາວ ຈໍານວນ 2 ໃບ, ຂະໜາດ 3.5 x 4.5 ຊັງຕີແມັດ.
- Check any additional documents of your visa application.
- ກວດສອບການປະກອບເອກະສານຕ່າງໆໃນການຂໍວີຊາໃຫ້ຮຽບຮ້ອຍ.
- Photocopy the picture page of your passport for reference.
- ອັດເອກະສານໜ້າທໍາອິດຂອງໜັງສືຜ່ານແດນທີ່ມີຮູບຖ່າຍ 1 ແຜ່ນເພື່ອເປັນຫຼັກຖານ.

**Submitting procedure / ຂັ້ນຕອນການຍື່ນຂໍວີຊາ**

- Queue number would be distributed from 8.30 am – 11.30 am of every working day. Once queue number received completed visa application form with additional document (if any) would have to be placed in to a basket provided at the Consular Section.
- ຊ່ວງເວລາຂອງມື້ເຮັດການທຸກໆມື້ ທ່ານສາມາດຮັບບັດຄິວ ແລະ ນໍາໜັງສືຜ່ານແດນ, ແບບຟອມທີ່ກອກ ແລະ ປະກອບເອກະສານໃຫ້ຮຽບຮ້ອຍໃສ່ໃນກະຕ່າທີ່ຈັດໄວ້.
- If you have any question or want further information, please contact our staff at counter number 3.
- ຫາກທ່ານມີບັນຫາ ຫຼື ຂໍສົງໄສ ສາມາດສອບຖາມໄດ້ທີ່ ບ່ອນໝາຍເລກ 3.
- Passport with visa would be distributed only in the afternoon on the next working day. You would be called by queue number order. Visa fee must be paid prior to receiving your passport.
- ຮັບໜັງສືຜ່ານແດນຕາມໝາຍເລກຄິວ ພ້ອມຈ່າຍເງິນຄ່າວີຊາໃນຕອນບ່າຍຂອງວັນເຮັດການມື້ຕໍ່ໄປ.
- Visa fee will paid only in Thai Baht and only on amount indicated in the receipt.
- ຄ່າວີຊາແມ່ນຮັບເປັນເງິນບາດ ແລະ ຮັບຕາມຈໍານວນທີ່ລະບຸໄວ້ໃນໃບຮັບເງິນເທົ່ານັ້ນ.
- If passport would not be collected on appointed time, your visa would be annulated.

- ຖ້າບໍ່ມາຮັບວີຊ່າຕາມກຳນົດ ວີຊ່າຂອງທ່ານຈະຖືກຍົກເລີກ.
- *There is no visa run agency and no express visa service. If you have any question or any problem, please do not hesitate to contact our staffs or call 021 415335.*
- ຝ່າຍຍາກົງສູນບໍ່ມີບໍລິການວີຊ່າດ່ວນ ຫຼື ນາຍໜ້າໃຫ້ບໍລິການວີຊ່າ, ຫາກມີບັນຫາ ຫຼື ຂໍສົງໄສ ກະລຸນາສອບຖາມເຈົ້າໜ້າທີ່ ຫຼື ໂທ 021 415335.
- *Illegal employment in the kingdom of Thailand is an offence and would be prosecuted by law.*
- ການເຮັດວຽກໂດຍບໍ່ໄດ້ຮັບອະນຸຍາດໃນຣາຊະອານາຈັກໄທ ຖືເປັນຄວາມຜິດ ແລະ ຈະໄດ້ຮັບໂທດຕາມກົດໝາຍ.