

GUIDANCE FOR FOREIGN JOURNALISTS WHO WISH TO WORK IN THAILAND

1. Filing of Request

A journalist who wishes to receive permission to work in Thailand as a correspondent in a representative office of a foreign news, newspaper, television or radio agency in Thailand, and who wishes to live in Thailand for up to one year or over without having to extend visa every 3 months, can file a request (together with the important documents listed under 2.) to the Ministry of Foreign Affairs for approval. After the approval is granted, the Ministry of Foreign Affairs will issue the letters of acknowledgment to the relevant governmental agencies in order to issue relevant documents to that foreign journalist.

A journalist can file the request

- a) via the **Thai Embassies, and Consulates-General** or
- b) directly with the **Press Division, Information Department**, Ministry of Foreign Affairs, 443 Sri Ayudhya Road, Bangkok 10400 Tel. (662) 6435105 Fax. (662) 6435106-7.

2. Specific Requirements for the Media (M) Visa

A foreign journalist must present the following documents:

- 2.1 a letter introducing the journalist to the Director-General of the Information Department, together with his/her resume;
- 2.2 an original letter from the news agency, confirming the appointment of the journalist to work in Thailand;
- 2.3 details of background, circulation, list of owner and editors, including examples, of the publication (if available);
- 2.4 a copy of passport and other important documents such as identity card of the journalist issued by the news agency;
- 2.5 at least three examples of published news reports or other forms of news reports by the journalist in English (If it's not in English, the translation in English is required)
 - For print media, originals of the publications in which each article has been published. *Clippings or photocopies are not acceptable*
 - For television reporters, CD or DVD of the aired segments.
 - For radio journalists, radio producers or other off-air personnel, CD of the programs.
 - For television cameramen, producers and directors, CD or DVD of the sequence of credits of the programs containing their names.
- 2.6 two photographs.

Note *Other relevant documents are required if members of the journalist's family wish to accompany him/her to reside in Thailand e.g. a copy of marriage certificate and birth certificate.*

3. Processes and Procedures

3.1 Via the Thai Embassies and Consulates-General

- submit relevant documents and be interviewed by a member of the Embassy / Consulate-General staff;
- Embassies / Consulates-General will forward all relevant documents to the Ministry of Foreign Affairs of Thailand;
- the Ministry of Foreign Affairs will notify the decision to Embassies / Consulates-General;
- if the permission is granted, the journalist will be issued a 90-day non-immigrant visa, category “M”;
- a journalist must contact the Press Division, Information Department, at the earliest occasion after arriving in Thailand to report of his/her arrival;
- the Ministry of Foreign Affairs will issue 3 letters¹ of acknowledgement certifying the eligibility of the journalist.

3.2 Request directly with the Ministry of Foreign Affairs

- submit relevant documents to the Press Division;
- the Ministry will seek necessary information from the respective Thai Embassies or Consulates-General where the headquarters of the journalist’s news agency is located;
- the Press Division will schedule the journalist for an interview after receiving all relevant information from the Embassies and Consulates-General;
- if the permission is granted, the Ministry will issue 3 letters of acknowledgement to the relevant governmental agencies;
- for the journalist who has obtained non-immigration visa category “B”, the visa will be renewed without having to leave the country;
- for the journalist who has obtained visa category “TR”² must leave the country in order to obtain non-immigration visa category “M” before reentering Thailand.

Note: *It takes approximately 1 month to process the document.*

4. Thai Press Card

A Thai Press card is the journalist’s personal identification while working in Thailand and is needed to attend official functions, press conferences and briefings. The press card is usually issued within a week upon receiving your application, and must be renewed every year.

¹ One of the letters is to be presented to the Department of Public Relations for the issuance of the journalist’s Thai press card. The other two letters are to be presented to the One-Stop Service Center for the application for work permit and visa as well as permit of stay extension.

² If his/her visa is going to expire/ has been expired while waiting for the process, it is the journalist’s responsibility to obtain another valid visa.

For further details regarding other required documents to apply for a Thai press card, the journalist should contact the **Foreign Office, Public Relations Department, (7th Floor), Soi Aree, Thanon Phaholyothin 7, Samsen Nai, Phayathai, Bangkok 10400, Tel. 0 2618 2323 Ext. 1700, 1708-09.**

5. Work Permit and One-Year Visa Extension

The One-Stop Service Center for Visas and Work Permits, located at, Rasa Tower 2, 16th Floor, 555 Phaholyothin Road. Chatuchak, Bangkok Tel. 0 2937-1155 Fax. 0 2937 1191 , will process both the work permit and visa as well as permit of stay extension *within three hours*, assuming all necessary supporting documents are provided.

6. Renewal of Work Permit and Visa Extension

A journalist, who is still working with the same news agency and wishes to renew work permit and visa, can do so by submitting the following documents:

- 6.1 an original letter from the news agency, confirming the appointment of the journalist to work in Thailand
- 6.2 a copy of passport indicating name and number of passport as well as the expiration date of the visa;
- 6.3 a copy of press card and work permit;
- 6.4 An application form for media registration together with one photograph
- 6.5 at least three samples of published news reports or other forms of news reports by the journalist (please see detail in 2.5);

All documents must be submitted at least one month in advance of the expiration date.

For further information, please check the Ministry of Foreign Affairs website - <http://www.mfa.go.th/web/830.php>

Press Division
Department of Information
Ministry of Foreign Affairs