



British Embassy  
Bangkok

## **Postal application pack for an ED visa support letter**

Last updated: 21 February 2022

### **In this pack you will find:**

1. A checklist with guidance and a list of the supporting documents you need to provide
2. Payment links
3. A service request form

<b>CHECKLIST</b>	<input checked="" type="checkbox"/>
This service is available to British Nationals who currently hold a Non-Immigrant "ED" (Education) Visa and need to extend it in Thailand	
<b>1. Get a letter from your employer confirming:</b> <ul style="list-style-type: none"> <li>• your full name</li> <li>• British passport number</li> <li>• position in the company</li> <li>• length of internship</li> </ul>	
<b>2. Pay for your requested service online</b> <ul style="list-style-type: none"> <li>• Pay for the consular letter: <a href="https://www.gov.uk/payments/bangkok-embassy/fee-2i-ed-visa-support-letter">https://www.gov.uk/payments/bangkok-embassy/fee-2i-ed-visa-support-letter</a></li> <li>• Pay for postage: <a href="https://www.gov.uk/payments/bangkok-embassy/postage-fee">https://www.gov.uk/payments/bangkok-embassy/postage-fee</a></li> </ul> <p>« Record your payment references and date of payment on your consular request form below or enclose a print out of your payment confirmation emails «</p>	
<b>Documents to submit</b>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• Completed service request form below</li> <li>• Letter from your company confirming your full name, passport number, position in the company and length of internship</li> <li>• Photocopy of your British passport and current ED visa</li> <li>• Proof of online payments for the consular letter and postage</li> <li>• <a href="#">Proof of residence</a></li> </ul>	
<b>3. Post your application and supporting documents to:</b> Consular Services British Embassy Bangkok AIA Sathorn Tower, Floor 12A 11/1 South Sathorn Rd Sathorn Bangkok 10120	
You can also drop off your application in person at the Embassy reception on the ground floor of AIA Sathorn Tower.	
In all cases, your certified copy and supporting documents will be returned to you by EMS post within 10 working days	

# Consular Service Request Form

Please print, complete in full and enclose with your supporting documents

Your data will be processed in accordance with the applicable data protection legislation, including the General Data Protection Regulation (GDPR) and the Data Protection Act (DPA).

## 1. Your details

Name: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_

Email address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

## 2. Confirm you paid the consular fees

Fee type	Cost	Write the payment reference and date paid below
ED visa support letter (Fee 6)	£50	_____
Postage fee	£2	_____

## 3. Declaration

By signing below you agree and accept that the Foreign, Commonwealth & Development Office assumes no legal or other responsibility for loss, damage or misplacement of your documents whilst in transit to and from the British Embassy Bangkok.

**Signature and date:**

## 4. We welcome your feedback

Do you agree to our external research partner, IFF research, contacting you about the service we provided? If you state yes, we will share the personal data you gave in answer one above along with the reason you contacted us. You may withdraw your consent at any stage by emailing [consular.research@fcdo.gov.uk](mailto:consular.research@fcdo.gov.uk). [More details on how your data will be handled in relation to feedback.](#)

Yes

No