



This process may take up to 6 weeks to complete. If the process is delayed for any reason and the teacher's visa expires before completion of the process, the teacher will be responsible for all expenses associated with extending the visa.

Deadline: The documents listed below must be submitted no later than 6 weeks prior to the visa expiration date.

The teacher must submit the documents listed below as soon as possible after request from Operations. Acquisition of all documents and any acquisition expenses incurred are the sole responsibility of the teacher; IDEAL assumes no financial responsibility for their acquisition.

- Passport.
- Work Permit.
- Signed copy of bio-data page of passport.
- Biographical data form.
- 6 photos, 1.5" x 2" (4cm x 5.5cm), Colour passport-style, matte finish (i.e., not glossy), dressed in business attire taken within the last 6 months.
- Complete current address in Thailand.
- Telephone number.