



CHECKLIST FOR RETIREMENT EXTENSION

This checklist summarizes the latest information we have on the documentation requirements by the Chonburi (Pattaya) Immigration Office to extend your stay in Thailand on the basis of retirement (commonly referred to as a “retirement visa”). More detailed information can be [found here](#). The basic documents required for all extensions of stay can be [found here](#). This is the basic documentation required, but remember, the Immigration Office, at their discretion, can ask for more documentation - we do our best to keep this checklist up to date, if your experience indicates the list is not complete, please contact us at info@pattayacityexpatsclub.com.

1. Application for Extension of Temporary Stay in the Kingdom, TM.7
2. One photograph – 4cm x 6 cm (if needed there is a photo/copy shop next door to the Chonburi Immigration office that opens at 8am – Immigration opens at 8:30am)
3. Passport (original) with at least 6 months remaining validity
4. Photocopy of passport pages
 - a. Identity page(s) showing picture, name, and date issued, etc.
 - b. Page showing the original Non-Immigrant Visa “O-A” or “O”
 - c. Page(s) showing each subsequent one year extension, if applicable
 - d. Page showing the last entry stamp into Thailand
5. Photocopy of Departure Card, TM.6 (the card is usually stapled in your passport upon arrival).
6. Documentation of Meeting Financial Requirements
 - a. If using 800,000 Baht in a Thai Bank or a combination of bank balance and monthly income:
 - i. Original Letter from your Thai Bank certifying your account and showing your balance (the letter should be dated within the last 7 days – most obtain the day before applying).
 1. If using 800,000 Baht+ to meet financial resources:
 - a. First (Initial) Application - Needs to show funds have been on deposit at least 2 months before applying.
 - b. Subsequent (renewal) Application – Needs to show funds have been on deposit for at least 3 months before applying.
 2. Using a combination of income and bank balance, no time requirement on how long funds should have been in bank. The monthly income shown in the Embassy letter x 12 months added to the bank balance should total 800,000 Baht or more (remember, exchange rates fluctuate, Immigration uses the rate in effect on the date of application).

ii. **Photocopy** of your bank passbook Identity page showing name and account number and page(s) showing funds on deposit for the required period if necessary – see i.1. above.

b. IF you are using monthly income in total or in part to meet the financial requirements, an **original “Embassy Letter”** from your country’s embassy attesting to your monthly income. The letter should not be more than one-year old. (Thai Immigration will use the exchange rate in effect on the date of application to convert the monthly income into Baht).

7. **Evidence of your current address**– if you rent, a photocopy of lease/rental agreement – if you own a condo, a photo copy of your house book or other evidence of ownership (although we have received some reports that this information was not requested, we have received far more reports that it was required – therefore we have included it in the checklist and suggest you have copies available as you are most likely to be asked for it).

REMEMBER to sign each photocopied page (this is your certification that the photocopy is a true copy of the original).

NOTE: *For the past 3 to 4 months, Chonburi (Pattaya) Immigration was requiring two original TM.7 Application Forms and two photos. However, reports from several individuals that obtained or renewed their retirement extension of stay since mid-November 2011 is that Immigration has gone back to requiring only one of each.*

NOTE: *As of April 2011, Chonburi (Pattaya) Immigration discontinued their requirement for a bank letter and bank passbook copies for those using only the Embassy “Income” letter.*

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