



*Before proceeding with the steps in this document, you need to clear with Toto that you are able to get the OMP visa package. OMP will provide: A letter from the organization in Thailand, requesting the Royal Thai Embassy to issue an appropriate visa for the applicant with details of the applicant's roles and responsibilities, a copy of the Thai ID of the person signing the letter, and a copy of the organization's registration documents.*

The following are the requirements to prepare before the day you leave to Vientene, Laos, to get a non-immigrant visa for Thailand. Remember that processes can change without us knowing and that you should read all information as you proceed with any step, especially when applying for the visas, as you may have individual factors that you may need to change to acquire the visa more successfully. The process below is for the most efficient way we found to acquire the visa (hence, "visa run"), however, you may want to consider staying longer to visit Laos so the timelines may change for you. You can pre-download Google maps for the area of travel here in case you don't have/lose internet access.

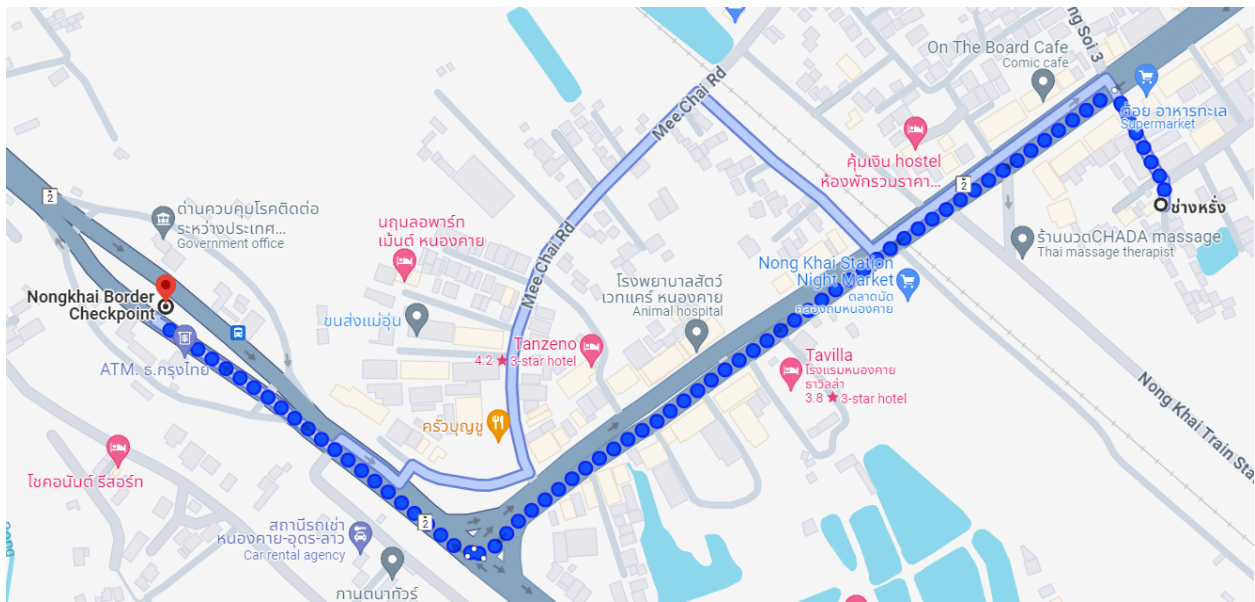
1. Book [online](#) the visa appointment to apply for the visa. Ideally, you book for Monday in the morning as it takes 2 days to get the visa and if anything goes wrong, you have extra business days to resolve it without needing to wait over the weekend to resolve it. The Nong Khai border opens at 07:00. It takes about 2 hours comfortably to get from the center to the Embassy, so it's not recommended to book earlier than a 09:00 appointment. 10:00 is sufficient as it allows the morning border rush to subside. *Once you've received the confirmation of when (this can take a few days), proceed to the next step.*
2. Book your lodging. It's recommended to book for 2 nights minimum (or book a place that you can easily book another night) since the embassy takes 2 days minimum to process your visa. *The writer of this documentation had a pleasant stay at a shared accommodation in the [SYRI Guesthouse](#).*





3. *Inexpensive, good facilities, wide spaces between bunks, free water and breakfast (served until 12:00) and only a few blocks from the main road by the river, where the night market is. It's also walkable from the embassy (about 30 minutes).*
4. Purchase [online](#) your Laos E-visa.
5. 2 Passport pictures. *If you need to have them taken, if you plan to extend your visa, take the opportunity to purchase 4 pictures instead.*
6. Request from Toto OMP's visa package.
7. A secondary ID or a paper copy of your passport, to present to your lodging.
8. Cash in baht. Baht is accepted in Laos as a stronger currency than their own, so sometimes you might get a better deal paying in baht rather than in Laotian kip. Take denominations in 50 and 100 Baht. As a minimum, bring:
9.
  - a. *50 BHT for the first bus ride*
  - b. *At least 300 BHT for the taxi ride (or potentially less for a negotiated price with a tutuk)*
  - c. *2000 baht for a [3 month single entry Thai visa](#).*
  - d. *At least 300 BHT for the taxi ride (or potentially less for a negotiated price with a tutuk) for the return trip from Vientiane to the border*
  - e. *50 BHT for the return bus ride.*
  - f. *More cash if you require more transport as described below, plus food and lodging (in case digital payment is not accepted where you eat and stay).*
10. Working pen.

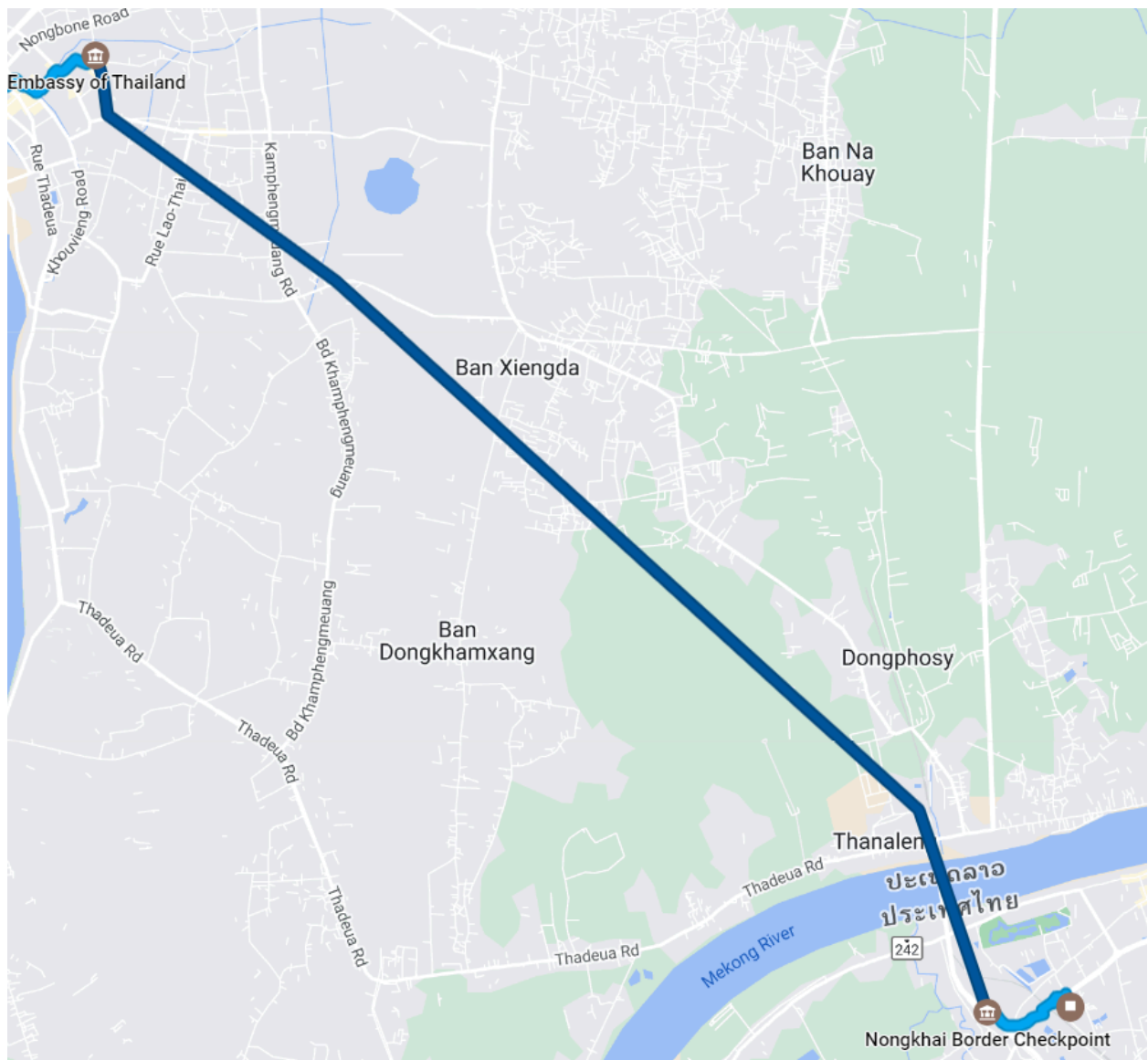
The day you travel, [take a transport or walk](#) (walking takes about 16 minutes from the center) to the border and ensure you **go on the left side** when exiting Thailand.



Go to the corner window (on your left) as you approach the line ups. There should be a sign stating the window is for foreign passports/visas. You will present your passport and a copy of your \_\_\_\_\_ and you will be directed to the window on your right to where you will receive back your passport.

You should be guided to proceed forward, past the lines towards Laos and that's where you buy your bus ticket to get across. You wait for the next bus and make your way across. Don't worry if you don't get a seat, the ride is about 5 minutes long. *The process from checking in at the Thai checkpoint to getting to the Laos checkpoint, can take about 45 minutes.*

Upon arriving on the other side, you will proceed towards immigration and present again your passport and e-visa. Once processed, you'll probably want to take a taxi/tutuk to Vientiane. If it's really hot, consider the AC in a taxi 😊. As the driver to take you to the [Thai embassy](#). *The ride is around 25 minutes long.*



You just need to present your invitation. Be there right at the start of the minute of your window and passport to the guard and he should let you through.

The line up to apply for your visa is interesting. The line flows like a snake moving forward as you turn at the end. So find the tail of the “snake” line and move with the crowd sitting





when it stops. There might be a staff member coming around to verify you have all your paperwork in order, and if not, will try to communicate with you on what you need to do. For example, there's a table on the right side that has glue in case one of your pictures becomes unglued. Or if you are missing an extra copy of something, you might be sent outside of the complex to get it done. There's a service outside in front of the embassy that has a reasonably priced service of creating copies for you.

Eventually you will make it to one of the windows where you present your passport and paperwork. And be given a receipt when you should return with it.

You can take a taxi or walk to the lodging you booked and enjoy your stay while you wait to return to the embassy on the assigned date/time to pick up your visa. The lodging you booked may request your passport to check-in, but let them know you are applying for a visa and the embassy has it. Present them with a different ID.

Once you return to the embassy, go through the same process as applying and if it all went successful, you will receive your visa in your passport.

Make sure your way back in reverse order. At the Laos border, you will head towards the right. At the Thai border, you will automatically be led towards the left. Head towards the right side of the immigration entrance and immediately going through the doors is a desk, requesting an entrance form (they know what you are looking for). You can head back to the tables you passed, and fill it out (with the pen you brought ;). Then head back to the left side and pick a line and go through the border with the newly acquired visa. Pay attention to the fingerprint machine in front of you, and follow the simple instructions while the officer checks over your passport.

Welcome back! Thank you again for volunteering with OpenmindProjects