**USAID Check Lists for Application Package**

**Please provide the following documents:**

**Main documents:**
- **DS-174 (Application form):** Applicants must address each required qualification listed in each vacancy announcement with specific information supporting each item including computer skills.

- Resume **(without photo)** is required if your experience description goes **beyond** the block No. 21 Work Experience in DS-174 as shown in the red circle.

- Copy of Transcript
- A certified copy for name change (if any)

- A certified copy for verifying your eligibility to work in this country:
  - Thai citizens - Thai ID card
  - Dual citizens (Thai and U.S.) - Thai ID card and U.S. Passport biographical page
  - Dual citizens (Thai and others nationalities) - Thai ID card
  - Other nationalities – Passport biographical page, valid Thai visa, and valid Thai Residency Permit (Check with the Thai Immigration Bureau for the information of Thai Residency Permit)

**Additional documents are required for each vacancy announcement:**

- TOEIC score for listening and reading test:
  - TOEIC score **must** be taken within two years of the application submission date to be considered 'VALID'.
  - TOEIC score **must** be submitted before being invited to an interview.
  - TOEIC score **cannot** be substituted with any other English tests (e.g. TOEFL, IELTS).

- Others, e.g., a professional Diploma, CPA, etc.

**All required documents must be scanned and submit with DS-174 via email only.**

**Failure to provide the above documents will result in the invalidation of your application.**