

# VIP PASSPORT SERVICES, INC.

2012 Louisiana Street  
Houston, Texas 77002

713-659-8472 1-800-856-8472 Fax 713-659-3767

Website: [www.vippassports.com](http://www.vippassports.com) Email: [vipinfo@vippassports.com](mailto:vipinfo@vippassports.com)



## WORK ORDER REQUEST FORM

### TRAVELER INFO

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

**DON'T FORGET**  
TO FAX OR EMAIL  
YOUR DOCUMENTS TO  
OUR OFFICE FOR OUR  
COMPLIMENTARY  
PASSPORT/VISA  
PRE-CHECK!

### BILLING INFORMATION (CHECK BOX IF SAME AS SHIPPING)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

P.O. OR BILLING REF#:

### RETURN SHIPPING INFORMATION (CHECK BOX TO WAIVE SIGNATURE)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

### METHOD OF PAYMENT

CREDIT CARD

CARD NUMBER

EXP. DATE

CVV CODE

SIGNATURE OF CARD HOLDER

AUTH. AMOUNT \$\_\_\_\_\_

MONEY ORDER

CASHIER'S CHECK

COMPANY CHECK

SPECIAL INSTRUCTIONS: \_\_\_\_\_

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS



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## **BANGLADESH BUSINESS VISA** **NON-U.S. PASSPORT**

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

1.) **VALID PASSPORT**

- ❖ MUST HAVE AT LEAST 1 BLANK VISA PAGE
- ❖ MINIMUM OF 6 MONTHS REMAINING VALIDITY

2.) **TWO PASSPORT-TYPE PHOTOGRAPH (2x2)**

3.) **TWO (2) APPLICATIONS**

4.) **COPY OF TRAVEL ITINERARY**

5.) **COPY OF HOTEL CONFIRMATION**

6.) **COMPANY LETTER OF GUARANTEE**

7.) **COPY OF INVITATION FROM SPONSOR IN BANGLADESH**

8.) **PROOF OF VALID U.S. STATUS** – (PLEASE SUBMIT ONE OF THE FOLLOWING)

- ❖ COPY OF THE U.S. GREEN CARD
- ❖ ORIGINAL USA VISA AND I-94 (VISIT [WWW.CBP.DHS.GOV](http://WWW.CBP.DHS.GOV))

9.) **CONSULATE FEE**: SEE NEXT PAGE(S)

**VALIDITY**: MULTIPLE ENTRY VISAS ARE VALID FROM 1 TO 5 YEARS AS REQUESTED IN THE COMPANY LETTER AND APPLICATION. TRAVELERS MAY STAY UP TO (3) THREE MONTHS ON EACH ENTRY. THE PROCESSING TIME, LENGTH OF STAY AND VALIDITY IS DETERMINED BY THE VISA OFFICER ON A CASE-BY-CASE BASIS. THE CONSULATE FEES ONCE PAID ARE NON-REFUNDABLE.

REVISED 4-4-2019 JENN

# **BANGLADESH CONSULATE JURISDICTIONS**

(PROCESSING TIMES AND LISTING ANY SPECIAL REQUIRMENTS FOR THAT PARTICULAR CONSULATE)

## **LOS ANGELES CONSULATE**

**JURISDICTION**: ARIZONA, CALIFORNIA, IDAHO, NEVADA, OREGON, UTAH, WASHINGTON AND WYOMING

\*\*[CLICK HERE](#) FOR THE **LOS ANGELES CONSULATE** VISA APPLICATION FORM

**PROCESSING TIME**: 5 TO 7 BUSINESS DAYS

**RUSH PROCESSING TIME**: 3-4 BUSINESS DAYS

COMPANY LETTERS AND INVITATIONS MUST BE ADDRESSED TO THE BANGLADESH CONSULATE IN LOS ANGELES.

## **NEW YORK CONSULATE**

**JURISDICTION**: CONNECTICUT, MAINE, MASSACHUSETTS, NEW HAMPSHIRE, NEW JERSEY, NEW YORK, RHODE ISLAND AND VERMONT

\*\*[CLICK HERE](#) FOR THE **NEW YORK CONSULATE** VISA APPLICATION FORM

**PROCESSING TIME**: 5 TO 7 BUSINESS DAYS

**RUSH PROCESSING TIME**: 3-4 BUSINESS DAYS

COMPANY LETTERS AND INVITATIONS MUST BE ADDRESSED TO THE BANGLADESH CONSULATE IN NEW YORK.

## **WASHINGTON, D.C. EMBASSY**

**JURISDICTION**: ALABAMA, ALASKA, ARKANSAS, COLORADO, DELAWARE, FLORIDA, GEORGIA, HAWAII, ILLINOIS, INDIANA, IOWA, KANSAS, KENTUCKY, LOUISIANA, MARYLAND, MICHIGAN, MINNESOTA, MISSISSIPPI, MISSOURI, MONTANA, NEBRASKA, NEW MEXICO, NORTH CAROLINA, NORTH DAKOTA, OHIO, OKLAHOMA, PENNSYLVANIA, SOUTH CAROLINA, SOUTH DAKOTA, TENNESSEE, TEXAS, VIRGINIA, WEST VIRGINIA, WISCONSIN AND THE PACIFIC ISLAND TERRITORY (U.S.)

\*\*[CLICK HERE](#) FOR THE **WASHINGTON, D.C. EMBASSY** ONLINE VISA APPLICATION FORM

**PROCESSING TIME**: 5 TO 7 DAYS

**RUSH PROCESSING TIME**: 3-4 BUSINESS DAYS

COMPANY LETTERS AND INVITATIONS MUST BE ADDRESSED TO THE BANGLADESH CONSULATE IN WASHINGTON, D.C.

**\*\*WHEN COMPLETING THE ONLINE APPLICATION IT IS BEST TO USE GOOGLE CHROME\*\***

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## EXAMPLE OF A COMPANY LETTER OF GUARANTEE

**DO NOT ATTENTION THIS LETTER TO VIP SERVICES!**

DATE: \_\_\_\_\_

EMBASSY/CONSULATE OF: \_\_\_\_\_

GENTLEMEN:

MR. / MRS. **(TRAVELER)** IS ONE OF OUR EMPLOYEES WHO IS  
ENGAGED AS **(POSITION)** FOR **(COMPANY NAME)**. MR. / MRS.  
**(TRAVELER)** PLANS TO VISIT **(CITY)** FOR THE PURPOSE OF **(DETAILED  
EXPLANATION OF TRIP)** WITH **(COMPANY TO BE VISITED)**.

MR. / MRS. **(TRAVELER)** WILL BE DEPARTING THE UNITED STATES ON  
**(DATE)** AND WILL BE STAYING FOR **(LENGTH OF TRIP)**. OUR COMPANY,  
**(EMPLOYER)**, WILL GUARANTEE MR. / MRS. **(TRAVELER)** MAINTENANCE  
AND WILL BE RESPONSIBLE FOR HIS / HER WELFARE WHILE IN YOUR  
COUNTRY. HE / SHE IS IN POSSESSION OF SUFFICIENT FUNDS FOR HIS / HER  
STAY AND HAS PREPAID TRANSPORTATION TO RETURN TO THE UNITED  
STATES.

WE WOULD BE VERY APPRECIATIVE IF YOU WOULD ISSUE MR. / MRS.  
**(TRAVELER)** THE APPROPRIATE **(SINGLE OR MULTIPLE)** ENTRY BUSINESS VISA  
AT YOUR EARLIEST CONVENIENCE.

THANK YOU,

**(SUPERVISORS SIGNATURE)**

***PLEASE BE SURE THAT THE PERSON WHO AUTHORIZED YOUR TRIP SIGNS THIS LETTER. THE TRAVELER SHOULD NOT SIGN THIS LETTER.***

## RATE OF VISA FEES TO BE CHARGED FOR FOREIGN NATIONALS

Category of Visa and Fees to be charged				
Sl. No.	Name of Country	US\$ Single Entry	US\$ Double Entry	US\$ Multiple Entry
1.	Afghanistan	70.00	100.00	130.00
2.	Albania	2.00	2.00	4.00
3.	Algeria	1.00	1.00	2.00
4.	Angola	11.00	11.00	22.00
5.	Argentina	24.00	24.00	48.00
6.	Armenia	30.00	30.00	200.00
7.	Australia	160.00	160.00	160.00
8.	Austria	39.00	39.00	71.00
9.	Azerbaijan	40.00	250.00	250.00
10.	Bahamas	5.00	5.00	10.00
11.	Bahrain	75.00	75.00	150.00
12.	Barbados	VISA ON ARRIVAL		
13.	Belarus	60.00	60.00	120.00
14.	Belgium	70.00	85.00	85.00
15.	Belize	25.00	25.00	37.00
16.	Benin	5.00	5.00	10.00
17.	Bhutan	VISA ON ARRIVAL		
18.	Bolivia	5.00	5.00	10.00
19.	Bosnia-Herzegovina	7.00	14.00	14.00
20.	Botswana	VISA ON ARRIVAL		
21.	Brazil	10.00	10.00	30.00
22.	Brunei Darussalam	26.00	39.00	65.00
23.	Bulgaria	56.00	56.00	76.00
24.	Burkina Faso	SHORT STAY \$ 76.00		
25.	Burundi	5.00	5.00	10.00
26.	Cambodia	25.00	25.00	25.00
27.	Cameroon	VISA REQUIRED, WITHOUT FEE		
28.	Canada	75.00	75.00	150.00
29.	Central Africa	5.00	5.00	10.00
30.	Chad	5.00	5.00	10.00
31.	China	Regular 34.00 Urgent 100.00	Regular 34.00 Urgent 100.00	195.00
32.	Chile	5.00	5.00	10.00
33.	Colombia	40.00	40.00	175.00
34.	Comoros	5.00	5.00	10.00

35.	Congo	VISA ON ARRIVAL		
36.	Costa Rica	15.00	15.00	30.00
37.	Cote d'Ivoire	25.00		25.00
38.	Croatia	31.00	62.00	62.00
39.	Cuba	66.00 Tourist 23.00		Multiple entry granted only to diplomats accredited to Bangladesh
40.	Cyprus	5.00	5.00	10.00
41.	Czech Republic	21.00	21.00	41.00
42.	Djibouti	5.00	5.00	10.00
43.	Denmark	117.00	117.00	117.00
44.	Dominican Republic	5.00	5.00	10.00
45.	Egypt	29.00	29.00	57.00
46.	El-Salvador	5.00	5.00	10.00
47.	Eritrea	39.00		76.00
48.	Estonia	Regular 10.00 Urgent 20.00	Regular 10.00 Urgent 20.00	20.00
49.	Ethiopia	8.00	8.00	15.00
50.	Ecuador	30.00		30.00
51.	Fiji	VISA ON ARRIVAL		
52.	France	84.00 (Under 90 days) 139.00 (Over 90 days)	84.00 (Under 90 days) 139.00 (Over 90 days)	Regular 140.00 Urgent 280.00
53.	Finland	117.00	117.00	117.00
54.	Gabon	VISA ON ARRIVAL		
55.	Gambia	VISA ON ARRIVAL		
56.	Germany	84.00	84.00	84.00
57.	Ghana	50.00	50.00	100.00
58.	Greece	84.00	84.00	84.00
59.	Grenada	VISA ON ARRIVAL		
60.	Guatemala	12.00	12.00	24.00
61.	Guinea	VISA ON ARRIVAL		
62.	Guinea-Bissau	VISA ON ARRIVAL		
63.	Guyana	7.00	7.00	14.00
64.	Haiti	18.00	18.00	18.00
65.	Honduras	12.00	12.00	24.00
66.	Hong Kong	Regular 22.00 Urgent 35.00	Regular 22.00 Urgent 35.00	Regular 22.00 Urgent 35.00
67.	Hungary	55.00	55.00	103.00
68.	Iceland	117.00	117.00	117.00
69.	India	VISA REQUIRED, WITHOUT FEE (US\$ 20.00 required for processing visa)		
70.	Indonesia	45.00	50.00	100.00

71.	Iran	29.00	36.00	52.00
72.	Iraq	40.00	40.00	40.00
73.	Ireland	VISA ON ARRIVAL		
74.	Italy	84.00	84.00	84.00
75.	Ivory Coast (cote D)	25.00	25.00	25.00
76.	Jamaica	VISA ON ARRIVAL		
77.	Japan	Does not realize any visa fee from Japanese national on reciprocity		
78.	Jordan	30.00	30.00	85.00
79.	Kazakhstan	70.00	140.00	200.00
80.	Kenya	50.00	50.00	50.00
81.	Kiribati	5.00	5.00	10.00
82.	Korea (North)	17.00	17.00	17.00
83.	Korea (South)	36.00	36.00	36.00
84.	Kuwait	20.00	40.00	60.00
85.	Kyrgyzstan	70.00	140.00	200.00
86.	Laos	12.00	12.00	23.00
87.	Latvia	Regular 20.00 Urgent 40.00	Regular 20.00 Urgent 40.00	40.00
88.	Lebanon	44.00		132.00
89.	Lesotho	NO VISA REQUIRED (*)		
90.	Liberia	VISA REQUIRED, WITHOUT FEE		
91.	Libya	23.00	138.00	138.00
92.	Lithuania			
93.	Luxemburg	49.00	49.00	49.00
94.	Macau	14.00	14.00	47.00
95.	Malagasy Republic/Madagascar	VISA REQUIRED, WITHOUT FEE		
96.	Malawi	VISA ON ARRIVAL		
97.	Malaysia	11.00	11.00	24.00
98.	Maldives	NO VISA REQUIRED for Visitors/Tourist (No visa required for 90-days stay for non-employment)		
99.	Mali	11.00	11.00	23.00
100.	Malta	9.00	9.00	18.00
101.	Mauritania	VISA REQUIRED, WITHOUT FEE		
102.	Mauritius	15.00	15.00	30.00
103.	Mexico	36.00	96.00	96.00
104.	Moldova	25.00	25.00	50.00
105.	Monaco	81.00		
106.	Mongolia	56.00	84.00	250.00
107.	Morocco	26.00		54.00
108.	Mozambique	25.00	25.00	50.00
109.	Myanmar	35.00	70.00	70.00
110.	Nepal	Tourist 30.00 Student 15.00 for 3 months	55.00	1-year 100.00 5-years 250.00
Visa on arrival for 30 days- free of charge				



111.	Netherlands	Regular 52.00 Urgent 105.00	105.00	105.00
112.	New Zealand	158.00	158.00	158.00
113.	Nicaragua	25.00	25.00	50.00
114.	Niger	40.00	40.00	40.00
115.	Nigeria	100.00		250.00
116.	Norway	117.00	117.00	117.00
117.	Oman	28.00	28.00	28.00
118.	Pakistan	3.00 172.00 (Multiple work visa for 1-year)	8.00	10.00
119.	Panama	10.00	10.00	20.00
120.	Papua New Guinea	7.00	7.00	10.00
121.	Paraguay	5.00	5.00	10.00
122.	Peru	12.00	12.00	24.00
123.	Philippines	60.00	80.00	120.00
124.	Poland	21.00	42.00	42.00
125.	Portugal	Regular 21.00 Urgent 42.00		Regular 42.00 Urgent 126.00
126.	Palestine	15.00		43.00
127.	Qatar	28.00	28.00	55.00
128.	Romania	Regular 44.00 Urgent 88.00		Regular 91.00 Urgent 182.00
129.	Russia	Regular 50.00 Urgent 100.00	Regular 50.00 Urgent 100.00	100.00
130.	Rwanda	5.00	5.00	10.00
131.	Saint Lucia	VISA REQUIRED, WITHOUT FEE		
132.	Saudi Arabia	58.00	143.00	143.00
133.	Senegal	22.00	22.00	146.00
134.	Seychelles	NO VISA REQUIRED (*)		
135.	Sierra Leone	11.00	11.00	23.00
136.	Singapore	23.00	23.00	23.00
137.	Slovak Red	21.00	31.00	85.00
138.	Slovenia	30.00	30.00	60.00
139.	Somalia	35.00	35.00	70.00
140.	South Africa	40.00	180.00	180.00
141.	Sierra Leone	11.00	11.00	23.00
142.	Spain	Regular 84.00 Urgent 126.00	Regular 84.00 Urgent 126.00	Regular 126.00 Urgent 196.00
143.	Sri Lanka	10.00	10.00	20.00
144.	Sudan	55.00	108.00	108.00
145.	Suriname	17.00	17.00	34.00
146.	Swaziland	VISA ON ARRIVAL		
147.	Sweden	117.00	117.00	117.00

148.	Switzerland	65.00	130.00	130.00
149.	St. Kitts & Nevis	VISA ON ARRIVAL		
150.	Taiwan	52.00	52.00	104.00
151.	Tajikistan	63.00	73.00	143.00
152.	Tanzania	50.00	50.00	100.00
153.	Thailand	Tourist 33.00 Non-Immigrant/Business 66.00	Tourist 72.00 Non- Immigrant/Business 72.00	165.00
154.	Tonga	5.00	5.00	10.00
155.	Trinidad & Tobago	11.00	11.00	11.00
156.	Tunisia	19.00	19.00	38.00
157.	Turkey	58.00	116.00	194.00
158.	Turkmenistan	31.00	31.00	71.00
159.	Tuvalu	5.00	5.00	10.00
160.	United Arab Emirates	192.00	192.00	766.00
161.	Uganda	50.00	50.00	50.00
162.	Ukraine	Regular 75.00 Urgent 150.00	75.00	150.00
163.	United Kingdom	124.00	124.00	(6 months) 124.00 (12 months) 432.00 (60 months) 794.00
164.	United States (USA)	160.00 For employment 190.00	160.00 For employment 190.00	160.00 For employment 190.00
165.	Uruguay	37.00	37.00	74.00
166.	Uzbekistan	70.00	140.00	200.00
167.	Vanuatu	5.00	5.00	10.00
168.	Vietnam	45.00	50.00	up to 1-month 65.00 up to 6-months 95.00 6-months to 1-year 135.00
169.	Venezuela	20.00	20.00	40.00
170.	Western Samoa	VISA ON ARRIVAL		
171.	Yemen	14.00	14.00	14.00
172.	Zaire	5.00	5.00	10.00
173.	Zambia	VISA ON ARRIVAL		
174.	Zimbabwe	25.00	40.00	50.00

\* Fees are subject to change without prior notice.

(\*) NO VISA REQUIRED means No Visa Required to stay in Bangladesh for upto 90 days only

(\*) Visa on Arrival Fees = US\$ 50.00