



VIP SERVICES

2012 Louisiana Street
Houston, Texas 77002
713-659-8472 1-800-856-8472 Fax 713-659-3767
Website: www.vippassports.com Email: info@vippassports.com

WORK ORDER REQUEST FORM

(RETURN THIS FORM WITH EACH REQUEST)

BILLING INFORMATION:

CONTACT: _____
COMPANY: _____
ADDRESS: _____

PHONE: _____
FAX: _____
EMAIL: _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____

PHONE: _____
FAX: _____
EMAIL: _____

BILLING INSTRUCTIONS:

AMOUNT ENCLOSED FOR DEPOSIT: _____

YOUR COMPANY P.O. OR REF#: _____

CREDIT CARD INFORMATION:

TYPE OF CARD: _____
CARD #: _____
EXPIRATION DATE: _____

AUTHORIZED AMOUNT TO CHARGE MY
CREDIT CARD: US\$ _____

SIGNATURE OF CARD HOLDER
REQUIRED: _____

VISA PROCESSING
LIST COUNTRIES

AND
AND

CONSULATE FEES:
CONSULATE FEES:

_____	-	\$ _____
_____	-	\$ _____
_____	-	\$ _____

TRAVELERS NAME: _____

DATE OF USA DEPARTURE: _____

DATE YOU NEED PASSPORT: _____

SPECIAL INSTRUCTIONS: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER__ INTERNET__ REFERRED__ BY _____ WALK-IN _____



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VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: BANGLADESH BUSINESS VISA

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>2</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
INT'L HEALTH CERTIFICATE:	<u>N/A</u>	COMPANY LETTER:	<u>1</u>
COPY OF INVITATION:	<u>1</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: _____

PLEASE FORWARD THIS SHEET AND ALL THE ABOVE REQUIREMENTS TO THE ABOVE LISTED ADDRESS

FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$75.00</u>
CONSULATE FEE:	<u>\$150.00</u>
MONEY ORDER:	<u>\$3.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (3 TO 4 DAYS)	_____
OTHER FEES: _____	_____
*ADD RETURN FEDERAL EXPRESS FEE:	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____

*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 5 TO 7 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED WITHIN 3 TO 4 DAYS FROM THE DAY THE APPLICATION IS SUBMITTED (\$20.00 SPECIAL HANDLING FEE).

COMMENTS: _____

REVISED: 01-01-2012 (KS)

Specializing in Visas, Passports, Document Legalization and Translations



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BANGLADESH

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

A U.S. PASSPORT HOLDER CAN OBTAIN A BUSINESS/TOURIST VISA ON ARRIVAL FOR A SINGLE ENTRY UP TO 30 DAYS. IN ORDER TO OBTAIN A VISA ON ARRIVAL YOU MUST BE IN POSSESSION OF A MINIMUM OF \$500 IN CASH OR CREDIT CARDS, AN ONWARD AIRLINE TICKET AND THE VISA FEE WILL NEED TO BE SUBMITTED IN U.S. DOLLARS OR EUROS. YOU WILL NEED TO VERIFY WITH YOUR AIRLINER TO CONFIRM THAT THEY WILL LET YOU BOARD WITHOUT THE VISA. IF YOU NEED TO STAY LONGER THAN 30 DAYS OR NEED A MULTIPLE ENTRY VISA THEN YOU WILL NEED TO APPLY FOR A VISA BEFORE YOU DEPART, PLEASE SEND US THE FOLLOWING DOCUMENTS.

TOURIST VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (2) TWO COMPLETED APPLICATIONS
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) CONSULATE FEE: \$150.00

BUSINESS VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (2) TWO COMPLETED APPLICATIONS
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) A COMPANY LETTER OF GUARANTEE
- 6.) COPY OF INVITATION
- 6.) CONSULATE FEE: \$150.00

VALIDITY:

SINGLE ENTRY VISAS ARE VALID FOR UP TO (90) NINETY DAYS FROM THE DATE OF ISSUE. MULTIPLE ENTRY VISAS ARE VALID FROM 1-3 YEARS AS REQUESTED ON THE COMPANY LETTER AND THE APPLICATION. YOU MAY STAY UP TO (3) THREE MONTHS.

REVISED: 04-12-2011 (KS)

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EXAMPLE OF A COMPANY LETTER OF GUARANTEE

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.
DO NOT ATTENTION THIS LETTER TO VIP SERVICES!



CONSULATE GENERAL OF BANGLADESH

211 EAST 43RD STREET, SUITE 502, NEW YORK 10017, USA
TEL - (212) 599 6767, (212) 599 6850, (212) 599 1874, FAX - (212) 682 9211
E-MAIL: contact@bdcgny.org, WEB - www.bdcgny.org

37mm X 37mm photograph
(2 copies)

APPLICATION FOR BANGLADESH VISA

PLEASE FILL IN OR TYPE IN BLOCK LETTERS.

1. Name _____

2. Date of Birth _____ 3. Place of Birth _____ 4. Nationality _____
[e.g. 26-Mar-1971]

5. Passport # _____ 6. Place of Issue _____ 7. Date of Expiry _____
[e.g. 26-Mar-1971]

8. Sex Male Female

9. Marital Status Single Married Widow/Widower Divorced

10. Name of Spouse _____ 10.a. Nationality _____

11. Name of Father _____ 11.a. Nationality _____

12. Name of Mother _____ 12.a. Nationality _____

13 a. Profession _____ 13 b. Name of the Employer _____

14.a. Work address and contact details

Street _____

House/Apt # _____

City _____

State _____

Zip code _____

Phone _____

Fax _____

Email _____

14. b. Home address and contact details

Street _____

House/Apt # _____

City _____

State _____

Zip code _____

Phone _____

Fax _____

Email _____

15. Type of Visa Single Double Multiple Transit

16. Purpose of Visit

Business / Investment Cultural / Scientific Programme Employment in UN/International Organization

Expert(s)/Worker(s)/Teachers/Representatives of Industrial/Educational/Training Organizations/Sport/Artistic Activities

Government Contractual Employment Journalist / Media Missionary Works NGO Works

Official Study / Research Seminar / Conference / Government Delegates

Tourism(including Tablig/Visiting Relatives)

Others (Please Specify) _____

APPLICATION FOR BANGLADESH VISA (PAGE 2 OF 2)

17. Contact details in Bangladesh:

17.a. Address of the institution(s) where you can be contacted

Phone

Fax

Email

17.b. Address where you will stay in Bangladesh

Phone

Fax

Email

18. Expected date of arrival in Bangladesh

_____ [e. g. 26-Mar-1971]

19. Port of Entry

20. Intended duration of stay (days)

21. Have you ever been to Bangladesh? Yes No

22. a. If so, indicate the date and length of stay : 22.b. Date (appx) - from

_____ [e. g. 26-Mar-1971]

to

22.c. Length of stay

23. DECLARATION

I declare that I have examined the information on this form. To the best of my knowledge and belief the information on this form are true, correct and complete.

Date

_____ [e. g. 26-Mar-1971]

Signature of the applicant

24. a. Money order #

24.b. Issued by

24.c. Amount in US \$

FOR OFFICIAL USE ONLY.

Receipt #	Date	Amount in US\$
_____	_____ [e. g. 26-Mar-1971]	_____
Mode of Service <input type="checkbox"/> Mail-In <input type="checkbox"/> Walk-In	Received by	_____
	Processed by	_____
	Signature of the issuing authority	_____
	Date	_____ [e. g. 26-Mar-1971]