

# 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: [info@vippassports.com](mailto:info@vippassports.com)



## **ATTENTION**

**UNTIL FURTHER NOTICE, IT IS RECOMMENDED FOR ALL APPLICANTS WHO HAVE VISA ENTRY/EXIT STAMPS FROM TURKEY TO INCLUDE A COPY OF THEIR RESUME WHEN APPLYING FOR A BUSINESS VISA. THE CONSULATE HAS BEEN SELECTING THESE APPLICANTS AND ASKING THE DOCUMENT BE PROVIDED, SO TO AVOID ANY DELAYS IN PROCESSING, PLEASE INCLUDE THIS ADDITIONAL ITEM (*WHERE APPLICABLE*) WHEN SENDING YOUR PAPERWORK TO OUR OFFICE FOR PROCESSING.**

**ALSO, AS A REMINDER, PLEASE BE SURE YOUR INVITATION IS ATTENTION/ADDRESSED TO THE CONSULATE IN YOUR JURISDICTION WHERE THE VISA WILL BE PROCESSED AND BEARS THE SIGNATURE AND SEAL OF THE INVITER.**

**WE WILL UPDATE OUR INSTRUCTIONS ACCORDINGLY AS NEW INFORMATION IS MADE AVAILABLE.**

**THANKS,**

*VIP PASSPORT SERVICES, INC.*

**Specializing in Visas, Passports, Document Legalization and Translations**

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## 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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## CHINA (PRC) BUSINESS VISA

U.S. PASSPORT HOLDER

### DOCUMENTS REQUIRED

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

|                          |         |                           |         |
|--------------------------|---------|---------------------------|---------|
| VALID PASSPORT:          | 1       | APPLICATION (S):          | 1-TYPED |
| PASSPORT TYPE PHOTO (S): | 1-COLOR | APPLICANT DETAIL FORM:    | 1       |
| COMPANY LETTER:          | 1       | TRAVEL ITINERARY:         | 1-COPY  |
| LETTER OF INVITATION:    | 1-COPY  | COPY OF DRIVER'S LICENSE: | 1-COPY  |

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

### PROCESSING FEES

(PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS) \$95.00

CONSULATE FEE: (SEE NEXT PAGE) \_\_\_\_\_

MONEY ORDER: \$6.00

\*\*  SPECIAL HANDLING FEE: (LESS THAN 5 DAY PROCESS) \_\_\_\_\_

OTHER FEES: OUT OF JURISDICTION FEE (SEE NEXT PAGES) \_\_\_\_\_

\*ADD RETURN FEDERAL EXPRESS FEE: \_\_\_\_\_

TOTAL: (NO PERSONAL CHECKS PLEASE) \_\_\_\_\_

| RETURN SHIPPING FEES (SELECT ONE)                         |         |
|---|---------|
| <input type="checkbox"/> PRIORITY OVERNIGHT               | \$35.00 |
| <input type="checkbox"/> 2-DAY LETTER                     | \$27.50 |
| <input type="checkbox"/> 3-DAY LETTER                     | \$22.50 |
| <input type="checkbox"/> SATURDAY LETTER                  | \$49.00 |
| <input type="checkbox"/> 1 <sup>ST</sup> OVERNIGHT LETTER | \$85.00 |

|  |                 |
|--|-----------------|
| REGULAR PROCESS TIME:  | SEE PAGES 6 & 7 |
| PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 5 DAYS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING). <b>NOT AVAILABLE IN ALL JURISDICTIONS.</b> |                 |

COMMENTS: RUSH PROCESSING IS ONLY AVAILABLE PER JURISDICTION. PLEASE REVIEW JURISDICTION INFORMATION TO SEE IF RUSH SERVICE IS AVAILABLE. PLEASE EMAIL A COPY OF THE DOCUMENTS TO [INFO@VIPPASSPORTS.COM](mailto:info@vippassports.com) THEN GIVE US A CALL SO WE CAN REVIEW THE DOCUMENTS AND PROVIDE SHIPPING INSTRUCTIONS (PRIOR TO SENDING THE ORIGINALS).

REVISED: 4-23-2018 (JENN)

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## PEOPLE'S REPUBLIC OF CHINA (P.R.C.)

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

### 1.) U.S. PASSPORT

- MUST HAVE ONE BLANK VISA PAGE
- MINIMUM OF 6 MONTHS REMAINING VALIDITY FROM THE EXPECTED DATE OF DEPARTURE FROM CHINA – IF REQUESTING ANYTHING OTHER THAN A SINGLE OR DOUBLE ENTRY VISA, THE PASSPORT MUST HAVE AT LEAST 12 MONTHS REMAINING VALIDITY

### 2.) ONE RECENT 2X2 COLOR PASSPORT TYPE PHOTOGRAPH:

- WHITE BACKGROUND REQUIRED
- [CLICK HERE](#) FOR MORE DETAILED GUIDELINES FOR PHOTOS

### 3.) SIGNED COMPLETED APPLICATION AND APPLICANT DETAIL FORM:

- [CLICK HERE](#) FOR THE LINK TO COMPLETE THE APPLICATION – *THE APPLICATION MUST BE TYPED AND COMPLETED IN ITS ENTIRETY (LEAVE NO SPACES BLANK) IF A QUESTION DOES NOT APPLY, PLEASE INDICATE BY PLACING AN "N/A" IN EACH FIELD (SEE NOTES BELOW FOR MORE DETAILS)*

### 4.) COMPANY LETTER OF GUARANTEE (DETAILED)

### 5.) COPY OF THE TRAVEL ITINERARY – MUST SHOW ENTRY TO/EXIT FROM MAINLAND CHINA (NOT HONG KONG)

### 6.) PROOF OF RESIDENCE: (PLEASE SUBMIT **ONE** OF THE FOLLOWING)

- COPY OF DRIVER'S LICENSE
- COPY OF MAJOR UTILITY BILL (ELECTRIC, WATER, GAS)
- MORTGAGE STATEMENT
- LEASE AGREEMENT

**\*\*PROOF OF RESIDENCE IS USED TO VERIFY JURISDICTION, SO PLEASE BE SURE IT CORRESPONDS WITH ADDRESS LISTED ON THE APPLICATION\*\***

### 7.) COPY OF THE INVITATION LETTER ISSUED BY THE CHINESE GOVERNMENT, COMPANY, CORPORATION AND/OR AUTHORIZED CHINESE AGENCY. IF THE INVITATION IS **NOT** PROVIDED BY THE OFFICIAL CHINESE GOVERNMENT, THE LETTER MUST INCLUDE THE FOLLOWING ITEMS:

- ❖ PERSONAL INFORMATION OF THE APPLICANT INCLUDING FULL NAME, GENDER, AND DATE OF BIRTH.
- ❖ INFORMATION CONCERNING THE APPLICANT'S VISIT TO CHINA INCLUDING THE PURPOSE OF THE VISIT, DATE OF ARRIVAL, DATE OF DEPARTURE, PLACES TO VISIT, RELATIONSHIP BETWEEN THE APPLICANT AND THE INVITER, AND WHO WILL BEAR THE COST OF THE APPLICANT'S ACCOMMODATIONS IN CHINA

**CONTINUED →**

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- ❖ INFORMATION OF THE INVITER INCLUDING THE NAME OF THE UNIT, PHONE NUMBER, ADDRESS, SEAL AND SIGNATURE OF THE LEGAL REPRESENTATIVE (IF THE COMPANY DOES NOT HAVE AN OFFICIAL SEAL PLACED ON THE INVITATION THE CONSULATE WILL WANT A COPY OF THE CHINESE COMPANY'S CERTIFICATE OF INCORPORATION OR ITS EQUIVALENT).
- ❖ INFORMATION PROVIDED ON THE INVITATION REGARDING THE CITY OF THE INVITING COMPANY MUST CORRESPOND WITH THE ADDRESS OF THE HOTEL LISTED ON THE APPLICATION

8.) **COPIES OF PRIOR VISA(S) (IF APPLICABLE)** – IF YOU HAVE BEEN TO CHINA PREVIOUSLY, AND THE VISAS ARE IN A PRIOR PASSPORT, PLEASE BE SURE TO SEND CLEAR COPIES OF THE MOST RECENT VISA USED FOR THESE TRIPS AS WELL AS A CLEAR COPY OF THE INFORMATION PAGE OF THE PASSPORT.

9.) **CONSULATE FEE:** (FEES DETERMINED BY JURISDICTION. SEE PAGES 6 & 7 FOR ADDITIONAL INFORMATION)

| <b>CONSULATE FEES</b>     |                      |                      |
|---------------------------|----------------------|----------------------|
| <b>CONSULATE LOCATION</b> | <b>PROCESS SPEED</b> | <b>CONSULATE FEE</b> |
| HOUSTON                   | 4 TO 7 DAYS          | \$140.00             |
| CHICAGO                   | 6 TO 7 DAYS          | \$140.00             |
|                           | 5 DAYS OR LESS*      | \$160.00             |
| NEW YORK                  | 6 TO 8 DAYS          | \$140.00             |
|                           | 5 DAYS*              | \$160.00             |
|                           | 4 DAYS OR LESS*      | \$180.00             |
| LOS ANGELES               | 5 TO 7 DAYS          | \$140.00             |
|                           | 4 DAYS OR LESS*      | \$160.00             |
| SAN FRANCISCO             | 5 TO 7 DAYS          | \$140.00             |
|                           | 4 DAYS OR LESS*      | \$170.00             |
| WASHINGTON                | 5 TO 7 DAYS          | \$140.00             |

**\*PROCESSING TIMES: RUSH SERVICE IS NOT ALWAYS AVAILABLE.**

PLEASE EMAIL A COPY OF THE DOCUMENTS TO OUR OFFICE TO REVIEW TO CHECK AVAILABILITY PRIOR TO SENDING IN ORIGINALS. IT IS NOT RECOMMENDED FOR THE APPLICANT TO PURCHASE NON-REFUNDABLE/NON-CHANGEABLE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN-HAND. THE VISA OFFICER MAY CONTACT THE CHINESE HOST TO VERIFY INFORMATION ON THE LETTER OF INVITATION, WHICH MAY DELAY THE PROCESS IF THE CONSULATE IS UNABLE TO REACH THE INVITING ORGANIZATION.

**CONTINUED→**

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**NOTE:** THE CONSULATE WILL NOT ACCEPT ANY APPLICATIONS IF THEY HAVE NOT BEEN FILLED OUT CORRECTLY AND/OR IN ITS ENTIRETY. THE APPLICATION MUST BE TYPED AND SHOULD HAVE "N/A" IN THE FIELD IF THE QUESTION DOES NOT APPLY. IF THE APPLICATION THAT WE RECEIVE IS COMPLETED INCORRECTLY, THE PROCESS WILL INCUR A ONE DAY DELAY AND THE APPLICATION WILL BE CORRECTED ON APPLICANT'S BEHALF (**\$10.00 VIP SERVICE FEE PER PAGE**).

**VALIDITY:** THE CONSULATE WILL TYPICALLY ISSUE THE VISA VALID FOR UP TO 120 MONTHS THAT WILL ALLOW MULTIPLE ENTRIES FOR A STAY FROM 30 TO 60 DAYS ON EACH ENTRY. IF REQUESTING A STAY OF LONGER THAN 60 DAYS, THE CONSULATE WILL ISSUE THE VISA WITH A VALIDITY OF ONLY 12 MONTHS. THE VALIDITY, DURATION OF STAY, AND NUMBER OF ENTRIES OF THE VISA IS ISSUED AT THE DISCRETION OF THE CONSULAR OFFICERS, WHOSE DECISIONS ARE BASED ON THE LAWS AND REGULATIONS OF CHINA. THE CONSULAR OFFICERS HAVE THE AUTHORITY TO REFUSE ANY VISA APPLICATIONS INCONSISTENT WITH CHINESE LAWS AND REGULATIONS, OR REVOKE ISSUED VISAS.

## **SPECIAL INSTRUCTIONS FOR FORMER ASIAN CITIZENS:**

**FORMER CHINA NATIONALS:** BE SURE TO LIST THE CHINESE NAME IN SECTION 1.2 OF THE APPLICATION. APPLICANT MUST ALSO PROVIDE A COPY OF THE PREVIOUS CHINESE VISA THAT WAS ISSUED IN THE U.S. FIRST-TIME APPLICANTS WHOSE FORMER NATIONALITY WAS CHINESE, OR WHO WERE BORN IN CHINA (INCLUDING HONG KONG, MACAO AND TAIWAN), NEED TO SUBMIT THE ORIGINAL CHINESE PASSPORT PREVIOUSLY HELD.

**FORMER TAIWAN NATIONALS:** IN SECTION 1.8 (PLACE OF BIRTH), PLEASE LIST "CHINA". PLEASE ALSO PROVIDE A COPY OF THE TAIWANESE PASSPORT. IF THE TAIWANESE PASSPORT PREVIOUSLY HELD IS NOT AVAILABLE, THE APPLICANT WILL NEED TO PROVIDE A COVER LETTER EXPLAINING THE CIRCUMSTANCES (*THE CONSULATE HAS BEEN KNOWN TO ASK THAT THE APPLICANT COME IN PERSON FOR AN INTERVIEW*).

REVISED: 4-23-2018 (JENN)

# CHINESE CONSULATE JURISDICTIONS

## PROCESS TIMES & CONSULATE-SPECIFIC SPECIAL REQUIREMENTS

**ALL PROCESS TIMES START FROM THE TIME THE APPLICATION AND DOCUMENTS ARE SUBMITTED TO THE CONSULATE**

### ➤ HOUSTON CONSULATE

JURISDICTION: ALABAMA, ARKANSAS, FLORIDA, GEORGIA, LOUISIANA, MISSISSIPPI, OKLAHOMA, PUERTO RICO, TEXAS

**PROCESSING TIME:** 4 TO 7 BUSINESS DAYS (CONSULATE FEE \$140.00)

- RUSH PROCESSING IS GENERALLY NOT AVAILABLE UNLESS THERE IS A MEDICAL EMERGENCY REQUIRING THE VISA TO BE ISSUED ON A RUSH BASIS (TO BE CONSIDERED FOR A RUSH PROCESS, WILL NEED TO INCLUDE ADDITIONAL DOCUMENTS FROM THE CONTACT IN CHINA EXPLAINING THE MEDICAL EMERGENCY AND PROVIDE A COPY OF THE TRAVEL ITINERARY TO SUBSTANTIATE THE REQUEST)
- IN ORDER FOR THE DOCUMENTS TO BE SUBMITTED THE SAME DAY THEY ARE RECEIVED, WE MUST HAVE THEM HERE IN OUR OFFICE BY 8:00AM. ANY DOCUMENTS RECEIVED AFTER THAT TIME MAY INCUR A ONE-DAY DELAY IN SUBMISSION.

### ➤ CHICAGO CONSULATE

JURISDICTION: COLORADO, ILLINOIS, INDIANA, IOWA, KANSAS, MICHIGAN, MINNESOTA, MISSOURI, WISCONSIN

**PROCESSING TIME:** 6 TO 7 BUSINESS DAYS (CONSULATE FEE \$140.00)

**RUSH PROCESS TIME:** LESS THAN 5 BUSINESS DAYS (CONSULATE FEE \$160.00)

- AN ADDITIONAL \$58.00 FEE WILL BE CHARGED FOR PROCESSING IN THIS JURISDICTION

### ➤ NEW YORK CONSULATE

JURISDICTION: CONNECTICUT, MAINE, MASSACHUSETTS, NEW HAMPSHIRE, NEW JERSEY, NEW YORK, OHIO, PENNSYLVANIA, RHODE ISLAND, VERMONT

**PROCESSING TIME:** 6 TO 8 BUSINESS DAYS (CONSULATE FEE \$140.00)

**RUSH PROCESSING TIME(S):** LESS THAN 5 BUSINESS DAYS (CONSULATE FEE \$160.00)  
LESS THAN 4 BUSINESS DAYS (CONSULATE FEE \$180.00)

#### THE CONSULATE IN NEW YORK ALSO REQUIRES:

- IN SECTION 1.9 YOU NEED TO FILL IT IN WITH EITHER THE PASSPORT NUMBER OR THE DRIVER'S LICENSE NUMBER.
- THE CHINESE CONSULATE IN NEW YORK WANTS THE APPLICANT TO SUBMIT A COPY OF THE HOTEL CONFIRMATION AND THE TRAVEL ITINERARY FOR BOTH THE TOURIST AND THE BUSINESS VISA APPLICATIONS.
- A DRIVER'S LICENSE IS NOT REQUIRED.

**CONTINUED →**

➤ **LOS ANGELES CONSULATE**

JURISDICTION: ARIZONA, SOUTHERN CALIFORNIA, HAWAII, NEW MEXICO, PACIFIC ISLANDS

**PROCESSING TIME:** 5 TO 7 BUSINESS DAYS (CONSULATE FEE \$140.00)

**RUSH PROCESS TIME:** LESS THAN 5 BUSINESS DAYS (CONSULATE FEE \$160.00)

**THE CONSULATE IN LOS ANGELES ALSO REQUIRES:**

- **THE LOS ANGELES CONSULATE HAS ITS OWN APPLICATION, [CLICK HERE TO COMPLETE THE APPROPRIATE FORM](#)**
- THIS CONSULATE WILL ONLY ACCEPT A COPY OF THE APPLICANTS DRIVER'S LICENSE FOR PROOF OF RESIDENCE.
- THE CONTACT DETAILS OF THE INVITER MUST BE LISTED WITH THEIR NAME AND JOB TITLE BELOW THE SIGNATURE.
- AN ADDITIONAL \$58.00 FEE WILL BE CHARGED FOR PROCESSING IN THIS JURISDICTION.
- THE CONSULATE IN LOS ANGELES IS CURRENTLY REQUESTING THAT YOU PROVIDE THE ORIGINAL PASSPORT WITH THE PREVIOUS VISA(S) IN IT OR IF YOU NO LONGER HAVE POSSESSION OF THE PREVIOUS PASSPORT WITH VISA(S) THE CONSULATE IS SUBJECT TO ASK THAT THE APPLICANT SUBMIT THEIR APPLICATION IN PERSON.

➤ **SAN FRANCISCO CONSULATE**

JURISDICTION: ALASKA, NORTHERN CALIFORNIA, NEVADA, OREGON, WASHINGTON STATE

**PROCESSING TIME:** 5 TO 7 BUSINESS DAYS (CONSULATE FEE \$140.00)

**RUSH PROCESS TIME:** LESS THAN 5 BUSINESS DAYS (CONSULATE FEE \$170.00)

**THE CONSULATE IN SAN FRANCISCO ALSO REQUIRES:**

- THE CONTACT DETAILS OF THE INVITER MUST BE LISTED WITH THEIR NAME AND JOB TITLE BELOW THE SIGNATURE. PLEASE BE SURE THAT THEY HAVE INCLUDED THEIR DIRECT PHONE NUMBER, FAX NUMBER AND EMAIL ADDRESS.
- THE INFORMATION PROVIDED ON THE INVITATION REGARDING THE CITY OF THE INVITING COMPANY MUST CORRESPOND WITH THE ADDRESS OF THE HOTEL LISTED ON THE APPLICATION. THIS CONSULATE DOES NOT REQUIRE THE APPLICANT SUBMIT A COPY OF THEIR DRIVERS LICENSE.
- AN ADDITIONAL \$58.00 FEE WILL BE CHARGED FOR PROCESSING IN THIS JURISDICTION.

➤ **WASHINGTON, D.C. EMBASSY**

JURISDICTION: WASHINGTON D.C., DELAWARE, IDAHO, KENTUCKY, MARYLAND, MONTANA, NEBRASKA, NORTH CAROLINA, SOUTH CAROLINA, NORTH DAKOTA, SOUTH DAKOTA, TENNESSEE, UTAH, VIRGINIA, WEST VIRGINIA, WYOMING

**PROCESSING TIME:** 5 TO 7 BUSINESS DAYS (CONSULATE FEE \$140.00)

**THE EMBASSY IN D.C. ALSO REQUIRES:**

- PASSPORT MUST HAVE TWO (2) BLANK SIDE-BY-SIDE VISA PAGES OR FRONT AND BACK BLANK VISA PAGES. THIS CONSULATE DOES NOT REQUIRE THE APPLICANT SUBMIT A COPY OF THEIR DRIVERS LICENSE.

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## EXAMPLE OF A COMPANY LETTER OF GUARANTEE

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

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

EMBASSY/CONSULATE OF CHINA IN \_\_\_\_\_  
*(PLEASE ADDRESS TO APPLICABLE JURISDICTION)*

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 AUTHORIZES TRAVEL SIGNS THIS LETTER.  
THE TRAVELER SHOULD NOT SIGN THIS LETTER.