



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: _____

<u>VISA PROCESSING</u>	<u>AND</u>	
<u>LIST COUNTRIES</u>	<u>AND</u>	
_____	-	
_____	-	
_____	-	

<u>CONSULATE FEES:</u>
<u>CONSULATE FEES:</u>
\$ _____
\$ _____
\$ _____

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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CANADA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

BUSINESS VISA:

- 1.) PASSPORT MUST HAVE AT LEAST 1 BLANK VISA PAGE AND VALID FOR AT LEAST 3 MONTHS FROM YOUR INTENDED DATE OF ARRIVAL IN CANADA
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) [CLICK HERE](#) TO PRINT THE INSTRUCTIONAL GUIDE ON HOW TO FILL OUT THE FOLLOWING APPLICATIONS
- 4.) [CLICK HERE](#) TO COMPLETE THE VISA APPLICATION FORM (IMM 5257E) ONLINE. ONCE COMPLETED PRINT THE FORM AND SIGN IT (SEE NOTE BELOW)
- 5.) [CLICK HERE](#) TO COMPLETE THE SCHEDULE 1 APPLICATION FORM (IMM 5257B) ONLINE. ONCE COMPLETED PRINT THE FORM AND SIGN IT (SEE NOTE BELOW)
- 6.) [CLICK HERE](#) TO COMPLETE THE FAMILY INFORMATION FORM (IMM 5645E) ONLINE. ONCE COMPLETED PRINT THE FORM AND SIGN IT (SEE NOTE BELOW)
- 7.) [CLICK HERE](#) TO COMPLETE THE DOCUMENT CHECKLIST FORM (IMM 5484E) ONLINE. ONCE COMPLETED PRINT THE FORM (SEE NOTE BELOW)
- 8.) [CLICK HERE](#) TO COMPLETE THE RELEASE INFORMATION FORM (IMM 5475E) ONLINE. ONCE COMPLETED PRINT THE FORM AND SIGN IT (SEE NOTE BELOW)
- 9.) [CLICK HERE](#) TO COMPLETE THE USE OF REPRESENTATIVE FORM (IMM 5476E) ONLINE. ONCE COMPLETED PRINT THE FORM AND SIGN IT (SEE NOTE BELOW)
- 10.) ORIGINAL VALID USA VISA AND ALL OTHER ORIGINAL IMMIGRATION DOCUMENTS (I.E., I-94, I-20, IAP66, I-747 ETC.)
- 11.) COPY OF MOST CURRENT BANK STATEMENT
- 12.) COMPANY LETTER OF GUARANTEE FROM YOUR EMPLOYER- BE SURE IT LIST THE PURPOSE OF TRAVEL AND THE DURATION OF YOUR STAY

CONTINUED...



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- 13.) COPY OF INVITATION (IF AVAILABLE)-PERSONS WHO ARE APPLYING FOR THE VISA IN ORDER TO VISIT A US CONSULATE IN CANADA MUST ARRANGE FOR AN APPOINTMENT WITH THAT CONSULATE AND SUBMIT A COPY OF THE APPOINTMENT CONFIRMATION LETTER WITH THE APPLICATION
- 14.) CLEAR COPY OF YOUR TRAVEL ITINERARY OR AIRLINE TICKET-IF YOU WILL BE TRAVELING BY LAND BE SURE TO INCLUDE A WRITTEN DAY BY DAY TRAVEL ITINERARY
- 15.) CONSULATE FEE: \$75.00 - SINGLE ENTRY VISA
 \$150.00 - MULTIPLE ENTRY

MANDATORY WAITING PERIODS

CITIZENS OF THE COUNTRIES LISTED BELOW ARE SUBJECT TO A MANDATORY WAIT PERIOD BEFORE THE VISA CAN BE ISSUED. THE USUAL WAIT PERIOD IS 20 TO 30 WORKING DAYS (NOT INCLUDING US AND CANADIAN STATUTORY HOLIDAYS) BUT MAY TAKE LONGER DEPENDING ON THE CASE. TO ASSIST IN THE PROCESS PLEASE PROVIDE A COMPLETE ITINERARY ALONG WITH A COVER LETTER INCLUDING CITIES YOU INTEND TO VISIT, YOUR MEANS OF TRAVEL, AND THE FULL NAMES, ADDRESS AND TELEPHONE NUMBERS OF ALL PERSONS OR BUSINESS'S YOU WILL CONTACT IN CANADA. IN SOME CASES A PERSONAL INTERVIEW MAY BE REQUIRED.

AFGHANISTAN, ALBANIA, ALGERIA, ARGENTINA,
ARMENIA, AZERBAIJAN, BANGLADESH, BELARUS,
BOSNIA-HERZEGOVINA, BURUNDI, CAMBODIA,
CHILE, CHINA (PRC), D.R. OF CONGO, REPUBLIC
OF CONGO, CROATIA, CUBA, CYPRESS, EGYPT,
EL SALVADOR, ERITREA, ETHIOPIA, GEORGIA,
GUATEMALA, HAITI, HONDURAS, INDIA, IRAN,
IRAQ, JORDAN, KAZAKHSTAN, KOREA (DEMOCRATIC
REPUBLIC OF), KYRGYZSTAN, LEBANON, LIBYA,

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MACEDONIA, MONTENEGRO, MOLDOVA, MONGOLIA,
NIGERIA, NORTH KOREA, PAKISTAN, PALESTINE
AUTHORITY, PERU, RUSSIA, RWANDA, SAUDI
ARABIA, SERBIA, SIERRA LEONE, SOMALIA, SOUTH
AFRICA, SUDAN, SYRIA, TAJIKISTAN, TAIWAN,
TUNISIA, TURKMENISTAN, UZBEKISTAN, VIETNAM,
AND YEMEN.

VALIDITY: THE VALIDITY OF THE VISA CAN NOT BE LONGER THAN THE VALIDITY OF THE PASSPORT. THE CONSULATE WILL NORMALLY ISSUE THE SINGLE ENTRY VISA TO BE VALID FOR 90 DAYS FROM THE DAY THE VISA IS ISSUED. THE MULTIPLE ENTRY VISA CAN BE ISSUED AND VALID FROM 6 MONTHS TO 2 YEARS. THE LENGTH OF VALIDITY AND THE DURATION YOU WILL BE ALLOWED TO STAY WILL BE DETERMINED ON A CASE BY CASE AT THE DISCRETION OF THE VISA OFFICER IN CHARGE.

SPECIAL NOTE: FAILURE TO COMPLETE ALL THE APPLICATIONS AND SUBMIT THE SUPPORTING VISA DOCUMENTS WILL CAUSE A DELAY IN THE ISSUANCE OF THE VISA. THE CONSULATE ADVISED THAT YOU SHOULD NOT BUY NON REFUNDABLE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND YOUR PASSPORT IS IN HAND. THE PROCESSING TIMES, REQUIRMENTS AND FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

REVISED: 06-16-2011 (SDL)



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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 A (N) (POSITION) FOR (COMPANY NAME). MR. /MRS. (TRAVELER) PLANS TO VISIT (CITY) FOR THE PURPOSE OF (DETAILED EXPLANATION OF TRIP) WITH (COMPANY TO VISIT).

MR. /MRS. (TRAVELER) WILL BE DEPARTING THE UNITED STATES ON (DATE) AND WILL BE STAYING FOR (LENGTH OF TRIP). OUR COMPANY, (EMPLOYEE), 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.

PHOTOGRAPH SPECIFICATIONS

TAKE THIS WITH YOU TO THE PHOTOGRAPHER

Requirements:

You must provide photos with your application for a Temporary Resident Visa, Study Permit, Work Permit, Travel Document for Permanent Residents Abroad, Temporary Resident Permit, Application for a Determination of Rehabilitation, or Authorization to Return to Canada. It is imperative that your photos be compliant with the following specifications otherwise they will be rejected. You will be required to provide new photos before your application can be processed.

To avoid delays, please ensure that the photos provided with your application meet these requirements.

Photograph specifications:

- Two identical photos, black and white or colour, taken within the last 6 months.
- Must be clear and well defined, taken against a plain white or light coloured background.
- Digital photos must not be altered in any way.
- The face must be square to the camera with a neutral expression, neither frowning nor smiling, with the mouth closed.
- Tinted prescription glasses may be worn as long as the eyes are clearly visible and the frame is not covering any part of the eyes. Sunglasses are not acceptable.
- False hairpieces or other cosmetic devices are acceptable if they do not disguise the natural appearance of the bearer.
- Photos in which the applicant is wearing a hat or head covering worn for religious reasons are acceptable if the full facial features are not obscured.

Photo and Head Size Specification	
<p>Min Face Height 31mm (1.22")</p> <p>Max Face Height 36mm (1.41")</p> <p>Min Frame Width 35mm (1.37")</p> <p>Min Frame Height 45mm (1.77")</p>	<ul style="list-style-type: none">• The frame size must be 35mm X 45mm (1.37" X 1.77").• Must show the full front view of the head, with the face in the middle of the photo and include the top of the shoulders.• Size of the head, chin to crown*, must be between 31mm (1.22") and 36mm (1.41"). <p>* Crown: top of the head, or (if obscured by hair or headwear), where the top of the head/skull would be if it could be seen.</p>

Photos which do not meet these specifications will not be accepted.

Countries and territories whose citizens require visas in order to enter Canada as visitors

[Visitor visa exemptions](#)

Citizens of the following countries and territories require a Visa to **VISIT** or **TRANSIT** Canada:

A

Afghanistan
Albania
Algeria
Angola
Argentina
Armenia
Azerbaijan

B

Bahrain
Bangladesh
Belarus
Belize
Benin
Bhutan
Bolivia
Bosnia-Herzegovina
Brazil
Bulgaria
Burkina Faso
Burundi

C

Cambodia
Republic of Cameroon
Cape Verde
Central African Republic
Chad
Chile
China, People's
Republic of
Colombia
Comoros
Congo, Democratic
Republic of the
Congo, Republic of the
Costa Rica
Cuba
Czech Republic

D

Djibouti
Dominica
Dominican Republic

E

East Timor
Ecuador
Egypt
El Salvador
Equatorial Guinea
Eritrea
Ethiopia

F

Fiji

G

Gabon
Gambia
Georgia
Ghana
Grenada
Guatemala
Guinea
Guinea-Bissau
Guyana

H

Haiti
Honduras

I

India
Indonesia
Iran
Iraq
Israel (only Israeli citizens holding valid Israeli "Travel Document in lieu of National Passport")
Ivory Coast

J

Jamaica
Jordan

K

Kazakhstan
Kenya
Kiribati
Korea, North
Kosovo
Kuwait
Kyrgyzstan

L

Laos
Lebanon

Lesotho
Liberia
Libya
Lithuania (holders of non-biometric passports only)

M

Macao S.A.R.
Macedonia
Madagascar
Malawi
Malaysia
Maldives Islands
Mali
Marshall Islands
Mauritania
Mauritius
Mexico
Micronesia, Fed. States
Moldova
Mongolia
Montenegro
Morocco
Mozambique
Myanmar (Burma)

N

Nauru
Nepal
Nicaragua
Niger
Nigeria

O

Oman

P

Pakistan
Palau
Palestinian Authority
Panama
Paraguay
Peru
Philippines
Poland (holders of non-biometric passports only)

Q

Qatar

R

Romania
Russia
Rwanda

S

Sao Tomé e Príncipe
Saudi Arabia, Kingdom of
Senegal
Serbia
Seychelles
Sierra Leone
Somalia
South Africa
Sri Lanka
Sudan
Surinam
Syria

T

Taiwan (except holders of the ordinary passport issued by the Ministry of Foreign Affairs in Taiwan that includes their personal identification number)
Tajikistan
Tanzania
Thailand
Togo
Tonga
Trinidad and Tobago
Tunisia
Turkey
Turkmenistan
Tuvalu

U

Uganda
Ukraine
United Arab Emirates
Uruguay
Uzbekistan

V

Vanuatu
Venezuela
Vietnam

Y

Yemen

Z

Zambia
Zimbabwe

Visitor Visa Exemptions

Many people do not require a visa to visit Canada. These include:

- citizens of Andorra, Antigua and Barbuda, Australia, Austria, Bahamas, Barbados, Belgium, Botswana, Brunei, Croatia, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel (National Passport holders only), Italy, Japan, Korea (Republic of), Latvia (Republic of), [Lithuania](#), Liechtenstein, Luxembourg, Malta, Monaco, Namibia, Netherlands, New Zealand, Norway, Papua New Guinea, [Poland](#), Portugal, St. Kitts and Nevis, St. Lucia, St. Vincent, San Marino, Singapore, Slovakia, Solomon Islands, Spain, Swaziland, Sweden, Slovenia, Switzerland, United States, and Western Samoa;
- persons lawfully admitted to the United States for permanent residence who are in possession of their alien registration card (Green card) or can provide other evidence of permanent residence;
- British citizens and British Overseas Citizens who are re-admissible to the United Kingdom;
- citizens of British dependent territories who derive their citizenship through birth, descent, registration or naturalization in one of the British dependent territories of Anguilla, Bermuda, British Virgin Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Pitcairn, St. Helena or the Turks and Caicos Islands;
- persons holding a British National (Overseas) Passport issued by the Government of the United Kingdom to persons born, naturalized or registered in Hong Kong;
- persons holding a valid and subsisting Special Administrative Region passport issued by the Government of the Hong Kong Special Administrative Region of the People's Republic of China;
- persons holding passports or travel documents issued by the Holy See;
- persons holding an ordinary passport issued by the Ministry of Foreign Affairs in Taiwan that includes their personal identification number.