



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: INDIA EMPLOYMENT/WORK VISA

DOCUMENTS REQUIRED:

VALID PASSPORT: SIGNED	<u>1</u>	ONLINE APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>1</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
COVER LETTER FROM US CO.:	<u>1</u>	DRIVERS LICENSE:	<u>1-COPY</u>
COPY OF INVITATION:	<u>1</u>	TAX LIABILITY LETTER:	<u>1</u>

OTHER: WE WILL ALSO NEED AN APPOINTMENT LETTER (OFFER LETTER)-RESUME-
JOB TRAINING CERTIFICATES-A COPY OF THE CONTRACT FROM THE
COMPANY IN INDIA AND A JUSTIFICATION LETTER.
PLEASE SEE NEXT PAGES FOR MORE DETAILED INFORMATION.

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: (1 YEAR MULTIPLE ENTRY)	<u>\$163.00</u>
MONEY ORDER:	<u>\$3.00</u>
OTHER FEES: <u>VISA PROCESSING/OUTSOURCING FEE</u>	<u>\$13.00</u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

*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: SEE NEXT PAGES

COMMENTS: AN ADDITIONAL FEE OF \$58.00 WILL BE CHARGED IF YOU RESIDE IN
THE STATES OF ILLINOIS, INDIANA, IOWA, MICHIGAN, MINNESOTA,
MISSOURI, NORTH DAKOTA, SOUTH DAKOTA, OR WISCONSIN.

REVISED: 03-05-2012 (SDL)

INDIA CONSULATE JURISDICTION'S
WITH PROCESSING TIMES AND LISTING
ANY SPECIAL REQUIRMENTS FOR THAT
PARTICULAR CONSULATE

HOUSTON CONSULATE

JURISDICTION: ALABAMA, ARKANSAS, FLORIDA, GEORGIA, KANSAS,
LOUISIANA, MISSISSIPPI, OKLAHOMA AND TEXAS.

PROCESSING TIME: 5 TO 7 BUSINESS DAYS

THE CONSULATE IN HOUSTON HAS BEEN KNOW TO REQUEST A COPY OF THE APPLICANTS COLLEGE DEGREE OR TRAINNG CERTIFICATES TO SHOW THE APPLICANT IS QUALIFIED TO ACCEPT THE POSITION. TO PREVENT A DELAY IN PROCESSING THE APPLICATION WE RECOMMEND THAT YOU SEND A COPY OF THE DEGREE OR TRAINING CERTIFICATES TO BE SUBMITTED ALONG WITH A COPY OF THEIR RESUME.

CHICAGO CONSULATE

JURISDICTION: ILLINOIS, INDIANA, IOWA, MICHIGAN, MINNESOTA,
MISSOURI, NORTH DAKOTA, SOUTH DAKOTA
AND WISCONSIN.

PROCESSING TIME: 5 TO 7 BUSINESS DAYS

NEW YORK CONSULATE

JURISDICTION: CONNECTICUT, MAINE, MASSACHUSETTS, NEW
HAMPSHIRE, NEW JERSEY, NEW YORK, OHIO,
PENNSYLVANIA, PUERTO RICO, RHODE ISLAND, VERMONT
AND THE VIRGIN ISLANDS.

PROCESSING TIME: 5 TO 7 BUSINESS DAYS

CONTINUED...

SAN FRANCISCO CONSULATE

JURISDICTION: ALASKA, ARIZONA, CALIFORNIA, COLORADO, HAWAII,
IDAHO, MONTANA, NEBRASKA, NEVADA, NEW MEXICO,
OREGON, UTAH, WASHINGTON AND WYOMING.

PROCESSING TIME: 5 TO 7 BUSINESS DAYS

WASHINGTON, DC EMBASSY

JURISDICTION: BERMUDA, DELAWARE, DISTRICT OF COLUMBIA,
KENTUCKY, MARYLAND, NORTH CAROLINA, SOUTH
CAROLINA, TENNESSEE, VIRGINIA, AND WEST VIRGINIA.

PROCESSING TIME: 5 TO 7 BUSINESS DAYS

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INDIA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

EMPLOYMENT/WORK VISA:

- 1.) SIGNED U.S. PASSPORT (MINIMUM OF SIX MONTHS REMAINING VALIDITY WITH AT LEAST 2 SIDE BY SIDE BLANK VISA PAGES)
- 2.) (1) ONE PASSPORT-TYPE PHOTOGRAPHS (2x2) (THE CONSULATE WILL NOT ACCEPT PHOTOS IF THE APPLICANT IS WEARING GLASSES)
- 3.) [CLICK HERE](#) TO COMPLETE THE APPLICATION ONLINE-THE CONSULATE WILL ONLY ACCEPT AN APPLICATION THAT HAS BEEN COMPLETED ONLINE-FAILURE TO DO SO WILL CAUSE A DELAY IN PROCESSING YOUR APPLICATION-AFTER YOU HAVE COMPLETED THE ONLINE APPLICATION PLEASE PRINT IT OUT AND SIGN IT AND THEN SEND THE ORIGINAL WITH THE REST OF THE SUPPORTING VISA DOCUMENTS.
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) TAX LIABILITY LETTER-THE TAX LIABILITY LETTER FROM THE COMPANY IN INDIA WHICH MUST CERTIFY THAT THE INDIAN COMPANY SHOULD BE LIABLE/TAKE RESPONSIBILITY FOR PAYING TAXES ON BEHALF OF THE APPLICANT, APPLICANTS SHOULD UNDERSTAND THAT THERE MAY BE A DELAY IN DECISIONS MADE ON THE ISSUANCE OF THE VISA
- 6.) EMPLOYEES DETAILS FORM (SEE LAST PAGE)
- 7.) RESUME (GOOD CLEAR COPY)
- 8.) APPOINTMENT LETTER (FROM INDIAN COMPANY) THAT CONTAINS THE SALARY INFORMATION-THE SALARY MUST BE A HANDSOME AMOUNT (GOOD CLEAR COPY)
- 9.) A COPY OF THE DETAILED CONTRACT FROM THE COMPANY IN INDIA
- 10.) A COPY OF THE CERTIFICATE OF REGISTRATION FROM THE COMPANY IN INDIA (PROOF THAT THE ORGANIZATION IS REGISTERED IN INDIA TO DO BUSINESS)
- 11.) A COPY OF YOUR VALID DRIVERS LICENSE

CONTINUED...



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- 12.) JUSTIFICATION LETTER (A LETTER FROM THE EMPLOYER IN INDIA CERTIFYING THAT THE APPLICANT IS A SKILLED AND QUALIFIED PROFESSIONAL, TECHNICAL EXPERT, SENIOR EXECUTIVE OR IN A MANAGERIAL POSITION. THIS LETTER SHOULD STATE THAT THOSE SKILLS ARE NOT AVAILABLE IN INDIA)
- 13.) VISA PROCESSING/OUTSOURCING FEE: \$13.00
- 14.) CONSULATE FEE:
\$163.00 - (1) ONE YEAR MULTIPLE ENTRY

VALIDITY: IF YOU NEED TO STAY LONGER THEN 1 YEAR, YOUR CONTACT IN INDIA WILL ARRANGE FOR YOUR VISA TO BE EXTENDED IN COUNTRY.

SPECIAL INSTRUCTIONS: THE PHOTO COPY OF THE STATE ISSUED DRIVERS LICENSE, STATE ISSUED ID OR THE COPY OF A UTILITY BILL MUST MATCH THE (CURRENT AND PERMANENT) ADDRESS ON THE APPLICATION EXACTLY OR IT WILL BE REJECTED.

IMPORTANT NOTE: THE CONSULATE ADVISED THAT PROCESSING TIMES, REQUIREMENTS AND FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE. THE CONSULATE IN HOUSTON HAS BEEN KNOW TO ASK FOR A COPY OF THE APPLICANTS COLLEGE DEGREE OR TRAINING CERTIFICATE TO SHOW THAT THE APPLICANT IS QUALIFIED FOR THE POSITION THEY HAVE BEEN OFFERED. THE CONSULATE ALSO RECOMMENDS THAT YOU DO NOT PURCHASE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND IS IN HAND.

REVISED: 03-05-2012 (SDL)

Specializing in Visas, Passports, Document Legalization and Translations

FORMAT FOR APPLICATION OF VISA TO INDIA

Name	Date of Birth	Educational Qualification (School, College, University)	Technical/Professional Qualification (Engg., Medical, Management, etc)	Specific details of Skill (eg. Mechanical Engineer, Chemical Engineer, Electrical Engineer, Management Degree)	Exact job description that the applicant will perform in India	Length of on the-job experience
1	2	3	4	5	6	7