



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#: _____

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

CREDIT CARD INFORMATION:

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

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: _____



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VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: KOREA BUSINESS-NON USA PASSPORT

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1-SIGNED</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>1</u>	ITINERARY/TICKET:	<u>1-COPY</u>
COMPANY LETTER:	<u>1</u>	HOTEL CONFIRMATION:	<u> </u>
PROOF OF RESIDENCY:	<u>1-NOTARIZED</u>	BANK STATEMENT:	<u> </u>

OTHER: PLEASE SEND A NOTARIZED CLEAR COPY OF THE FRONT AND BACK OF YOUR GREEN CARD OR THE ORIGINAL I-94 AND USA WORKING CLASS VISA. THE CONSULATE WILL NOT ISSUE YOU A VISA IF YOU ENTERED THE USA ON A B-1 OR A B-2 USA VISA.

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: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER:	<u>\$3.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (48-72 HOUR RUSH PROCESS)	<u> </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: 4-7 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED TO HAVE THE VISA ISSUED ON A 48 TO 72 HOUR RUSH PROCESS (\$20.00 SPECIAL HANDLING FEE).

COMMENTS: IN THE EVENT THAT YOU ARE REQUESTING SPECIAL HANDLING OR IF YOU WANT THE APPLICATION TO BE SUBMITTED THE DAY WE RECEIVE THE REQUEST, PLEASE SEND YOUR PACKAGE BY AN OVERNIGHT COURIER THAT OFFERS AN 8:00AM EARLY MORNING DELIVERY.

REVISED: 01-05-2010 (SDL)

Specializing in Visas, Passports, Document Legalization and Translations

1. General Visa Information

Welcome to the Visa Service Section of the Korean Consulate General.

- On November 17, 2008, the Republic of Korea joined the U.S. Visa Waiver Program (VWP). As a result, on reciprocity, U.S. citizens can visit the Republic of Korea without a visa for duration of up to 90 days or less if the purpose of the trip is for tourism, business, attendance at a conference or visiting families or relatives. (Extension of stay is not permitted)
- A U.S. citizen, who wishes to work, or to engage in profit making activities, is kindly requested to apply for an appropriate entry visa.

More visa information is as follows:

▷ Making a transit in the Republic of Korea

A transit traveler may be granted visa-free entry to the Republic of Korea as long as he/she possesses a confirmed onward flight ticket for departure within 30 days after entering the Republic of Korea, in addition to having no record of criminal offence such as illegal stay in the five countries listed below, and falls under either of the following two categories.

(1) If he/she has a visa or re-entry permit for U.S., Japan, Canada, Australia, or New Zealand (five countries) and is traveling to any of these countries through the Republic of Korea; OR

(2) If he/she is traveling from any one of the five countries mentioned above and his/her final destination is not the Republic of Korea.

*NOTE: This exception does not apply to citizens of Cuba and Macedonia.

» For U.S. citizens and Korean-Americans, a five year valid multiple entry C-3 (Short-term visitors) Visa is issued. This visa holder can stay up to 90 days each time he/she visits the Republic of Korea until their visa expire.

(1) General requirements for Visa Application

- A valid passport
- A completed visa application
- Passport size photo (2"x 2" color)
- Fee: \$45 for American citizens (Cash or money order only; Pay to the Order: Korean Consulate General)

Citizens of other countries must pay a visa processing fee \$30 (Single entry less than 90 days), \$50 (Single entry more than 90 days), \$80 (Multiple entry)

Citizens of other countries must submit their US permanent resident card or valid U.S. visa and I-94

3. Countries Under Visa Exemption Agreements (No visa is required for the following passport holders)

Region	Country	Period
Americas	Antigua & Barbuda	90 days
	Bahamas	90 days
	Barbados	90 days
	Brazil	90 days
	Colombia	90 days
	Commonwealth of Dominica	90 days
	Costa Rica	90 days
	Dominican Republic	90 days
	El Salvador	90 days
	Grenada	90 days
	Haiti	90 days
	Jamaica	90 days
	Mexico	90 days
	Nicaragua	90 days
	Panama	90 days
	Peru	90 days
	St. Lucia	90 days
	St. Kitts & St. Nevis	90 days
Vincent & the Grenadines	90 days	
Surinam	90 days	
Trinidad & Tobago	90 days	
United States	90 days	
Asia & Oceania	Malaysia	90 days
	New Zealand	90 days
	Singapore	90 days
	Thailand	90 days
	Bangladesh	90 days
Europe	Austria	90 days
	Belgium	90 days
	Bulgaria	90 days
	Czech Republic	90 days
	Denmark	90 days
	Estonia	90 days
	Finland	90 days
France	90 days	

	Greece	90 days
	Germany	90 days
	Hungary	90 days
	Iceland	90 days
	Ireland	90 days
	Italy	* 60 days
	Latubia	90 days
	Liechtenstein	90 days
	Lithuania	90 days
	Luxembourg	90 days
	Malta	90 days
	Netherlands	90 days
	Norway	90 days
	Portugal	* 60 days
	Poland	90 days
	Romania	90 days
	Spain	90 days
	Slovak Republic	90 days
	Sweden	90 days
	Switzerland	90 days
	Turkey	90 days
	United Kingdom	90 days
Middle East & Africa	Israel	90 days
	Lesotho	* 60 days
	Liberia	90 days
	Morocco	90 days
	Tunisia	* 30 days



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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.

PROOF OF RESIDENCY

Name			
Date of Birth		Sex	
Passport No.			
Present Address			
Home Telephone			
Cell Phone			

Applicant's Signature : _____

Date :

I, _____, A NOTARY PUBLIC. DO HEREBY CERTIFY THAT ON THE ____ DAY OF _____, 20th, PERSONALLY APPEARED BEFORE ME, _____, WHO, BEING BY ME FIRST DULY SWORN, DECLARED THAT HE(SHE) IS THE PERSON WHO SIGNED THE FOREGOING STATEMENT AND THAT THE STATEMENTS ARE TRUE AND CORRECT.

_____ NOTARY PUBLIC IN AND FOR THE STATE OF TX, LA, OK, AR, MS (circle one)

PRINTED NAME		SEAL
COMMISSION NO		
MY COMMISSION EXPIRES		
TELEPHONE NO		
ADDRESS		
SIGNATURE OF NOTARY		