

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 Email: vipinfo@vippassports.com



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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MALAYSIA WORK 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
PASSPORT TYPE PHOTO (S):	1-COLOR	TRAVEL ITINERARY:	1-COPY
COMPANY LETTER:	1	BANK STATEMENT:	1-COPY
COPY OF INVITATION:	1	APPROVAL/AUTHORIZATION:	1

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

PROCESSING FEES

(PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$95.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u>\$3.00</u>
MONEY ORDER:	<u>\$6.00</u>
OTHER FEES: _____	_____
RETURN SHIPPING 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 ST OVERNIGHT LETTER	\$85.00

REGULAR PROCESS TIME:	4 TO 7 DAYS
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COMMENTS: SEND APPROVAL/AUTHORIZATION FROM THE IMMIGRATION OFFICE IN MALAYSIA SHOWING THAT THE WORK VISA HAS BEEN APPROVED. THE EMBASSY PREFERS THE ORIGINAL, BUT WILL GENERALLY ACCEPT A CLEAR COLOR COPY.

REVISED 9-24-2018 JENN

Specializing in Visas, Passports, Document Legalization and Translations

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MALAYSIA WORK VISA

U.S. PASSPORT HOLDER

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) U.S. PASSPORT (MINIMUM OF 1 YEAR REMAINING VALIDITY)
- 2.) ONE (1) PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) ONE (1) COMPLETED APPLICATION
- 4.) ONE (1) COMPANY LETTER OF GUARANTEE
- 5.) ONE (1) COPY OF ROUND-TRIP TICKET(S) OR FLIGHT ITINERARY SHOWING DEPARTURE FROM THE U.S.
- 6.) ONE (1) COPY OF MOST RECENT BANK STATEMENT
- 7.) ONE (1) COMPLETED CHECK LIST COVER SHEET (SEE PAGE 7)
- 8.) ONE (1) COPY OF INVITATION
- 9.) WORK VISA APPROVAL/AUTHORIZATION FROM MALAYSIA – CONSULATE PREFERS HAVING THE ORIGINAL, BUT WILL GENERALLY ACCEPT A CLEAR, COLOR COPY
- 10.) CONSULATE FEE: \$3.00

SPECIAL NOTE: ALL APPLICANTS WITH PASSPORTS FROM THE AFRICAN OR SOUTH/CENTRAL AMERICAN COUNTRIES WILL ALSO NEED TO SUBMIT THEIR INTERNATIONAL HEALTH CERTIFICATES INDICATING THEY HAVE BEEN IMMUNIZED FOR YELLOW FEVER.

REVISED 9-24-2018

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YELLOW FEVER VACCINATION REQUIREMENT

A YELLOW FEVER VACCINATION CERTIFICATE IS REQUIRED FROM ALL VISITORS OR DELEGATES (MALAYSIANS AND FOREIGNERS) COMING FROM/GOING TO OR THROUGH YELLOW FEVER ENDEMIC COUNTRIES AS LISTED BELOW:

ANGOLA	BENIN	BURKINA FASO
BURUNDI	CAMEROON	CENTRAL AFRICA REPUBLIC
CHAD	REPUBLIC OF CONGO	DEMOCRATIC REP. OF CONGO
COTE D'IVOIRE	ETHIOPIA	GABON
GAMBIA	GHANA	GUINEA
GUINEA BISSAU	EQUATORIAL GUINEA	KENYA
LIBERIA	MALI	MAURITANIA
NIGER	NIGERIA	RWANDA
SENEGAL	SIERRA	LEONE
SUDAN	TOGO	UGANDA
SAO TOME & PRINCIPE	BOLIVIA	BRAZIL
COLOMBIA	ECUADOR	FRENCH GUIANA
GUYANA	TANZANIA	PANAMA
PERU	SURINAME	TRINIDAD AND TOBAGO
VENEZUELA		

REVISED 10-17-2018

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EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DO NOT ATTENTION THIS LETTER TO VIP SERVICES!

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 **(LIST THE TYPE OF VISA)** AT YOUR EARLIEST CONVENIENCE.

THANK YOU,

Supervisor's Signature Here

SUPERVISOR NAME
SUPERVISOR TITLE

PLEASE BE SURE THAT THE PERSON WHO AUTHORIZED YOUR TRIP SIGNS THIS LETTER. THE TRAVELER SHOULD NOT SIGN THIS LETTER.

Specializing in Visas, Passports, Document Legalization and Translations



JABATAN IMIGRESEN MALAYSIA
BORANG PERMOHONAN VISA
VISA APPLICATION FORM

*Jenis Permohonan
Type of Application

Dalam Malaysia
In Malaysia

Seberang Laut
Oversea

IM. 47- Pin. 1/97

Gambar
Pemohon
Photograph of
Applicant
(3.5 cm x 5.0 cm)

A. MAKLUMAT PEMOHON
PARTICULARS OF APPLICANT

1 Nama Penuh (Huruf Besar)
Full Name (Capital Letter)

2 *Jantina
Gender

Lelaki
Male

Perempuan
Female

3 Tempat/Negara Lahir
Place/Country of Birth

4 **Tarikh Lahir
Date of Birth

hari bulan tahun
day month year

5. Warganegara
Nationality

6. Pekerjaan
Occupation

7. Alamat
Address

7.a Telephone Nos.

Office:

Hand Phone:

8. Taraf Perkahwinan
Marital Status

Belum Berkahwin
Single

Berkahwin
Married

B. MAKLUMAT PASPORT PERJALANAN / DOKUMEN PERJALANAN
PARTICULARS OF PASSPORT / TRAVEL DOCUMENT

For Office Use Only

9. Jenis Dokumen Perjalanan
Type of Travel Document

10. Nombor
Number

11. Tempat / Negara DiKeluarkan
Place / Country of Issue

12. **Sah Sehingga
Valid Until

hari bulan tahun
day month year

C. BUTIR-BUTIR PENGANJUR DI MALAYSIA

NAME OF SCHOOL OR INVITING COMPANY IN MALAYSIA

13. Name Penuh (Huruf Besar)
Full Name (Capital Letter)

14. No. Kad Pengenalan
NRIC

15. No. Telefon
Telephone No.

16. Alamat
Address

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Negeri
State

D. BUTIR-BUTIR PERMOHONAN

DETAIL OF APPLICATION

17. Tempoh Tinggal Yang Dicadangkan
Duration Of Proposed Stay Bulan
Month

18. *Tujuan Perjalanan
Purpose of Journey

Bercuti <i>Holiday</i>	<input type="checkbox"/>	Transit <i>Transit</i>	<input type="checkbox"/>
Urusan Perniagaan <i>Business</i>	<input type="checkbox"/>	Urusan Rasmi <i>Official Trip</i>	<input type="checkbox"/>
Melawat Saudara Mara / Kawan <i>Visiting Friends / Relatives</i>	<input type="checkbox"/>	Persidangan <i>Conference</i>	<input type="checkbox"/>
Bekerja <i>Employment</i>	<input type="checkbox"/>	Belajar <i>Study</i>	<input type="checkbox"/>

Lain-Lain (Nyatakan)
Others (Specify)

.....
Tarikh
Date

.....
Tandatangan Pemohon / Penganjur
Signature of Applicant / Sponsor

CONSULAR SECTION
EMBASSY OF MALAYSIA
3516 INTERNATIONAL CT., NW
WASHINGTON, DC 20008
TEL: 202-572-9700 / FAX: 202-572-9786

Please be informed that ALL visa application through this office must be accompanied by our visa check list.

CHECK LIST

- Passport; must be valid at least 6 months from travel date
- US Visa/PR Card; must be valid at least 6 months from travel date
- Passport size photo (1 photo)
- Invitation letter from Malaysia, i.e. company/***family/friends only
 - ***Copy of family member's passport/identity card/Malaysia's work permit
 - ***Marriage Certificate (if applicable)
- Letter from employer confirming your status
- Fee (exact fee only) _____
- Flight Reservations
- Hotel Reservations
- Bank statement (most recent)
- Visa will be picked up by _____

(Signature/Name of person
completing this form)

Note: Issuance of visa is at the discretion of the Consular Office.