



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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MALAYSIA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

TOURIST VISA:

- 1.) PASSPORT (MINIMUM OF 1 YEAR REMAINING VALIDITY)
- 2.) (1) ONE PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) (1) ONE COMPLETED APPLICATION
- 4.) A COPY OF YOUR ROUND TRIP AIRLINE TICKETS
OR TRAVEL ITINERARY
- 5.) EMPLOYER LETTER
- 6.) CHECK LIST COVER SHEET
- 7.) HOTEL CONFIRMATION
- 8.) COPY FRONT AND BACK OF GREEN CARD OR ORIGINAL
I-94 AND USA VISA-THE CONSULATE WILL NOT PROCESS
THE VISA IF YOU HOLD A B-1 OR A B-2 USA VISA.
- 9.) CONSULATE FEE: \$14.00

BUSINESS VISA:

- 1.) PASSPORT (MINIMUM OF 1 YEAR REMAINING VALIDITY)
- 2.) (1) ONE PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) (1) ONE COMPLETED APPLICATION
- 4.) A COMPANY LETTER OF GUARANTEE
- 5.) A COPY OF YOUR ROUND TRIP AIRLINE TICKETS
OR TRAVEL ITINERARY
- 6.) HOTEL CONFIRMATION
- 7.) CHECK LIST COVER SHEET
- 8.) COPY OF INVITATION
- 9.) COPY FRONT AND BACK OF GREEN CARD OR ORIGINAL
I-94 AND USA VISA-THE CONSULATE WILL NOT PROCESS
THE VISA IF YOU HOLD A B-1 OR A B-2 USA VISA.
- 10.) CONSULATE FEE: \$14.00

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

REVISED: 10-02-2011 (KS)

YELLOW FEVER VACCINATION REQUIREMENT

A Yellow fever vaccination certificate is required from all visitors or delegates (Malaysians and Foreigners) coming from or going to/through Yellow fever endemic countries as listed below:

Angola, Benin, Burkina Faso, Burundi, Cameroon, Central Africa Republic, Chad, Republic of Congo, Democratic Republic 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, Argentina, Bolivia, Brazil, Colombia, Ecuador, French Guiana, Guyana, Paraguay, Panama, Peru, Suriname, Trinidad & Tobago and Venezuela.

For more information on Yellow fever vaccination requirements, please [click here](#).

DISCLAIMER

The Ministry of Foreign Affairs wishes to advise that the information on visa requirements for travel abroad given on this website is intended as a guide only. For more accurate and up-to-date information on the visa requirements, you are advised to contact the High Commission/Embassy/Consulate of the country concerned. The addresses and contact numbers of the Foreign Missions accredited to Malaysia can be obtained from this website under the title "Foreign Missions in Malaysia".



Immigration Department of Malaysia

Tue 23 Jan 2007



Service with a Smile

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[Malaysian](#)

[Permanent Resident](#)

[Foreigner](#)

[Special Programme](#)

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[IDEAS](#)

[Information on i-Visa System](#)

[i-Visa System](#)

[Information on JKPD Enquiry System](#)

[JKPD Enquiry System](#)

Visa

Countries That Requires Visa

- Afghanistan (Visa With Reference)
- Angola
- Bhutan
- Burkina Faso
- Burundi
- Central African Republic
- China
- Colombia
- Comoros
- Congo Democratic Republic
- Congo Republic
- Cote D'ivoire
- Djibouti
- Equat. Guinea
- Eritrea
- Ethiopia
- Guinea-Bissau
- Hong Kong (C/I or D/I)
- India
- Liberia
- Mali
- Myanmar (normal passport)
- Nepal
- Niger
- Rwanda
- Serbia & Montenegro
- Taiwan
- United Nations (Laissez Passer)
- Western Sahara

Commonwealth Countries That Requires Visa

Information Corner

- [Autogate](#)
- [Employment Pass for Foreign Spouse of Malaysian National \(Spouse Programme\)](#)
- [Malaysia My Second Home Programme](#)
- [A Day With Client](#)
- [Working Hours](#)
- [Amendments to the Immigration Act](#)
- [Immigration Divisions and Branches](#)





- Bangladesh
- Cameroon
- Ghana
- Mozambique
- Nigeria
- Pakistan
- Sri Lanka

Countries That Requires Visa For a Stay Exceeding 3 Months

- | | |
|----------------------|------------------------|
| • Albania | • Lebanon |
| • Algeria | • Lienchestien |
| • Argentina | • Luxembourg |
| • Australia | • Morocco |
| • Austria (Vienna) | • Netherland |
| • Bahrain | • Norway |
| • Belgium | • Oman |
| • Bosnia-Herzegovina | • Peru |
| • Brazil | • Poland |
| • Croatia | • Qatar |
| • Cuba | • Romania |
| • Czech Republic | • St Marino |
| • Denmark | • Saudi Arabia |
| • Egypt | • Slovakia |
| • Finland | • South Korea |
| • France | • Spain |
| • Germany | • Sweden |
| • Hungary | • Switzerland |
| • Iceland | • Tunisia |
| • Ireland | • Turkey |
| • Italy | • Turkmenistan |
| • Japan | • United Arab Emirates |
| • Jordan | • United Kingdom |
| • Kirgystan | • Uruguay |
| • Kuwait | • Yemen |
| • Kyrgyz Republic | |

Countries That Requires Visa For a Stay Exceeding 1 Month

- | | |
|--------------|---------------|
| • Armenia | • Madagascar |
| • Azerbaijan | • Maldova |
| • Barbados | • Mauritania |
| • Belarus | • Mexico |
| • Benin | • Monaco |
| • Bolivia | • Mongalia |
| • Bulgaria | • Nicaragua |
| • Cambodia | • North Korea |
| • Cape Verde | • North Yemen |
| • Chad | • Panama |
| • Chile | • Paraguay |
| • Costa Rica | • Portugal |

- Equador
- El Salvador
- Estonia
- Gabon
- Georgia
- Greece
- Guatemala
- Guinea Republic
- Haiti
- Honduras
- Hong Kong SAR
- Kazakhstan
- Latvia
- Lithuania
- Macao SAR
- Macedonia
- Russia
- Sao Tome & Principe
- Senegal
- Slovenia
- Sudan
- Surinam
- Tajikistan
- Togo
- Ukraine
- Upper Volta
- Uzbekistan
- Vatican City
- Vanezuela
- Zaire
- Zimbabwe

Countries That Requires Visa For a Stay Exceeding 14 Days

- Iran (15 days)
- Iraq
- Libya
- Macao (Travel Permit/Portugal CI)
- Palestine
- Sierra Leone
- Somali
- Somalia
- South Yemen
- Syria

No visa is required for U.S.A. citizens visiting Malaysia for social, business or academic purposes (except for employment).

No visa is required for a stay of less than one month for nationals of all ASEAN countries except Myanmar. For a stay exceeding one month a visa will be required, except for nationals Brunei and Singapore.

For national of Israel, visas are required and permission must be granted from **Ministry of Internal Security**.

For national of Yugoslavia (Serbia, Montenegro), visas are required and permission must be granted from **Ministry Of Home Affairs**.

Nationals of countries other than those stated above (with the exception of Israel) are allowed to enter Malaysia without a visa for a visit not exceeding **one month**.

Yellow Fever Vaccination

Prove of Yellow Fever Vaccination required from citizens of these countries before entering Malaysia

Africa:

Angola	Guinea-Bissau
Benin	Kenya
Burkina Faso	Liberia
Burundi	Mali
Cameroon	Mauritania
Central Africa Republic	Niger
Chad	Nigeria
Congo	Rwanda
Cote d'Ivoire	Sao Tome and Principe
Democratic Republic of Congo	Senegal
Equatorial Guinea	Sierra Leone
Ethiopia	Somalia
Gabon	Sudan
The Gambia	Tanzania
Ghana	Togo
Guinea	Uganda

South & Central America:

Bolivia	Panama
Brazil	Peru
Colombia	Suriname
Ecuador	Trinidad & Tobago
French Gulana	
Guyana	Venezuela



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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.



JABATAN IMIGRESEN MALAYSIA
BORANG PERMOHONAN VISA
VISA APPLICATION FORM

IM. 47- Pin. 1/97

*Jenis Permohonan
Type of Application

Dalam Malaysia
In Malaysia

Seberang Laut
Oversea

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

5. Warganegara
Nationality

hari bulan tahun
day month year

6. Pekerjaan
Occupation

7. Alamat
Address

8. Taraf Perkahwinan
Marital Status

Belum Berkahwin
Single

Berkahwin
Married

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

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
PARTICULARS OF SPONSOR IN MALAYSIA

13. Nama Penuh (Huruf Besar)
Ful Name(Capital Letter)

14. No.Kad Pengenalan 15. No Telefon
NRIC Telephone No.

16. Alamat
Address

Negeri
State

D. BUTIR-BUTIR PERMOHONAN
DETAIL OF APPLICATION

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

18. *Tujuan Perjalanan Bercuti Transit
Purposed Of Journey Holiday Transit

Urusan Perniagaan Urusan Rasmi
Business Official Trip

Melawat Saudara Mara / Kawan Persidangan
Visiting Friends / Relatives Conference

Bekerja Lain-lain (Nyatakan)
Employment Other Specify

Belajar
Study

Tarikh
Date

Tandatangan Pemohon / Penganjur
Signature of Applicant / Sponsor

- Borang ini hendaklah ditaip. Tandakan (x) dalam petak yang berkenaan.
This form should be typed. Mark (x) in the appropriate box.

** Format Tarikh 99/99/9999
Date Format DD/MM/YYYY

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.