



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: info@vippassports.com

WORK ORDER REQUEST FORM

(RETURN THIS FORM WITH EACH REQUEST)

BILLING INFORMATION:

CONTACT: _____
COMPANY: _____
ADDRESS: _____
CITY/ST: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____
CITY/ST: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

CREDIT CARD INFORMATION:

CARD#: _____
EXP. DATE: _____ CVV#: _____

**SIGNATURE OF CARD HOLDER
REQUIRED:** _____

BILLING INSTRUCTIONS:

YOUR P.O. OR REF#: _____

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

TRAVELERS NAME: _____

DATE OF USA DEPARTURE: _____

DATE OF BIRTH: _____

DATE YOU NEED PASSPORT: _____

VIP RESERVATION/FILE LOCATOR NUMBER: _____

SPECIAL INSTRUCTIONS: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER__ INTERNET__ REFERRED__ BY_____ WALK-IN_____

Specializing in Visas, Passports, Document Legalization and Translations



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VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: MALAYSIA TOURISM-NON USA PASSPORT

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>1</u>	TRAVEL ITINERARY:	<u>1</u>
EMPLOYEE LETTER:	<u>1</u>	CHECK LIST COVER SHEET:	<u>1</u>
BANK STATEMENT:	<u>1</u>	HOTEL CONFIRMATION:	<u>1</u>
COVER LETTER:	<u>1</u>	INVITATION (IF APPLICABLE):	<u>1-COPY</u>

OTHER: PLEASE ALSO SEND A COPY OF THE FRONT AND BACK OF YOUR GREEN CARD OR THE ORIGINAL USA VISA AND I-94 (VISIT www.cbp.gov/i94) -THE CONSULATE WILL NOT ACCEPT YOUR APPLICATION IF YOU CARRY 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:	<u>\$95.00</u>
CONSULATE FEE:	<u> </u>
MONEY ORDER FEE:	<u>\$6.00</u>
*ADD RETURN FEDERAL EXPRESS:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00	AVERAGE PROCESSING TIME	<u>5 TO 7 DAYS</u>
2-DAY LETTER	\$23.50		
3-DAY LETTER	\$19.50	PREPARED BY:	<u> </u>
SATURDAY LETTER	\$41.50		

COMMENTS: THE EMBASSY WILL ISSUE A 90 DAY DOUBLE OR MULTIPLE ENTRY (\$34.00) ONLY IF THE TRAVEL ITINERARY REQUIRES THAT ONE BE ISSUED AND YOU REQUEST A DOUBLE ENTRY OR MULTIPLE ENTRY IN THE COVER LETTER AND THE INVITATION.

REVISED: 05-10-2017 (SDL)

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MALAYSIA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

TOURIST VISA:

- 1.) PASSPORT (MINIMUM OF 1 YEAR REMAINING VALIDITY) WITH AT LEAST 2 BLANK VISA PAGES
- 2.) ONE (1) PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) ONE (1) COMPLETED APPLICATION
- 4.) COPY OF ROUND TRIP AIRLINE TICKETS OR TRAVEL ITINERARY SHOWING DEPARTURE FROM THE U.S.
- 5.) EMPLOYER LETTER
- 6.) CHECK LIST COVER SHEET
- 7.) COVER LETTER EXPLAINING THE DETAILS OF THE TRIP AND IF YOU REQUIRE A DOUBLE OR MULTIPLE ENTRY VISA ETC.
- 8.) HOTEL CONFIRMATION
- 9.) RECENT BANK STATEMENT
- 10.) COPY FRONT AND BACK OF GREEN CARD OR ORIGINAL USA VISA AND I-94 (VISIT www.cbp.gov/i94) - THE CONSULATE WILL NOT PROCESS THE VISA IF YOU HOLD A B-1 OR A B-2 USA VISA.
- 11.) CONSULATE FEE: \$14.00 (SINGLE ENTRY)
\$27.00 (MULTIPLE ENTRY)

BUSINESS VISA:

- 1.) PASSPORT (MINIMUM OF 1 YEAR REMAINING VALIDITY)
- 2.) ONE (1) PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) ONE (1) COMPLETED APPLICATION
- 4.) COMPANY LETTER OF GUARANTEE
- 5.) COPY OF ROUND TRIP AIRLINE TICKETS OR TRAVEL ITINERARY SHOWING DEPARTURE FROM THE U.S.
- 6.) HOTEL CONFIRMATION
- 7.) CHECK LIST COVER SHEET
- 8.) COPY OF INVITATION
- 9.) RECENT BANK STATEMENT
- 10.) COPY FRONT AND BACK OF GREEN CARD OR ORIGINAL USA VISA AND I-94 (www.cbp.gov/i94) -THE CONSULATE WILL NOT PROCESS THE VISA IF YOU HOLD A B-1 OR A B-2 USA VISA.
- 11.) CONSULATE FEE: \$14.00 (SINGLE ENTRY)
\$27.00 (MULTIPLE ENTRY)

CONTINUED...



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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.
- THE EMBASSY WILL CONSIDER ISSUING A 90 DAY DOUBLE ENTRY OR MULTIPLE ENTRY VISA ONLY IF THE TRAVEL ITINERARY REQUIRES THAT ONE BE ISSUED. THE APPLICANT MUST ALSO REQUEST THE DOUBLE OR MULTIPLE ENTRY IN THEIR COMPANY LETTER OF GUARANTEE (OR COVER LETTER) AND OR INVITATION.
- DO NOT PURCHASE NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN HAND.

REVISED: 05-10-2017 (SDL)

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

[Main Page](#) | [Corporate Information](#) | [Services](#) | [e-Services](#) | [Information](#) | [Hyperlink](#) | [FAQ](#) | [Form](#)

[Client Charter](#)

[Malaysian](#)

[Permanent Resident](#)

[Foreigner](#)

[Special Programme](#)

[Information on IDEAS](#)

[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 \(Spouse Programme\)](#)

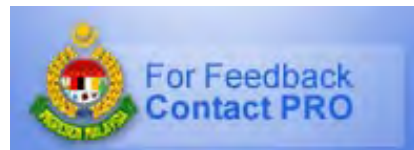
[Malaysia My Second Home Programme](#)

[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

- | | |
|--|---|
| <ul style="list-style-type: none"> • Albania • Algeria • Argentina • Australia • Austria (Vienna) • Bahrain • Belgium • Bosnia-Herzegovina • Brazil • Croatia • Cuba • Czech Republic • Denmark • Egypt • Finland • France • Germany • Hungary • Iceland • Ireland • Italy • Japan • Jordan • Kirgystan • Kuwait • Kyrgyz Republic | <ul style="list-style-type: none"> • Lebanon • Lienchestien • Luxembourg • Morocco • Netherland • Norway • Oman • Peru • Poland • Qatar • Romania • St Marino • Saudi Arabia • Slovakia • South Korea • Spain • Sweden • Switzerland • Tunisia • Turkey • Turkmenistan • United Arab Emirates • United Kingdom • Uruguay • Yemen |
|--|---|

Countries That Requires Visa For a Stay Exceeding 1 Month

- | | |
|---|--|
| <ul style="list-style-type: none"> • Armenia • Azerbaijan • Barbados • Belarus • Benin • Bolivia • Bulgaria • Cambodia • Cape Verde • Chad • Chile • Costa Rica | <ul style="list-style-type: none"> • Madagascar • Maldova • Mauritania • Mexico • Monaco • Mongalia • Nicaragua • North Korea • North Yemen • Panama • Paraguay • 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



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

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.