

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 TOURIST VISA NON-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	TRAVEL ITINERARY:	1-COPY
EMPLOYER LETTER:	1	CHECKLIST COVER SHEET:	1
BANK STATEMENT:	1	HOTEL CONFIRMATION:	1
COVER LETTER	1	INVITATION (IF APPLICABLE):	1-COPY

ALL NON - US PASSPORT HOLDERS MUST ALSO SUBMIT VALID PROOF OF U.S. STATUS - U.S. VISA OR **NOTARIZED** COPY OF PERMANENT RESIDENT CARD.

FOR ALL U.S. VISA HOLDERS, PLEASE BE SURE TO ALSO SEND A **NOTARIZED** COPY OF YOUR MOST RECENT I-94 (VISIT [HTTPS://I94.CBP.DHS.GOV](https://i94.cbp.dhs.gov)).

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)	_____
MONEY ORDER:	<u>\$6.00</u>
OTHER FEES: _____	_____
ADD 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

COMMENTS: THE EMBASSY WILL ISSUE A 90-DAY DOUBLE OR MULTIPLE-ENTRY (\$27.00) ONLY IF THE TRAVEL ITINERARY REQUIRES THAT ONE BE ISSUES, AND IF IT SPECIFICALLY REQUESTED ON THE INVITATION AND U.S. COMPANY LETTER.

REVISED 9-24-2018 JENN

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MALAYSIA TOURIST VISA **NON-U.S. PASSPORT HOLDER**

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) **PASSPORT** (MINIMUM OF 1 YEAR REMAINING VALIDITY)
- 2.) **ONE (1) PASSPORT-TYPE PHOTOGRAPH** (2x2)
- 3.) **ONE (1) COMPLETED APPLICATION**
- 4.) **ONE (1) EMPLOYER LETTER**
- 5.) **ONE (1) COPY OF ROUND-TRIP TICKET(S)** OR FLIGHT ITINERARY SHOWING DEPARTURE FROM THE U.S.
- 6.) **ONE (1) COPY OF HOTEL CONFIRMATION**
- 7.) **ONE (1) COPY OF MOST RECENT BANK STATEMENT**
- 8.) **ONE (1) COMPLETED CHECK LIST COVER SHEET** (SEE PAGE 11)
- 9.) **ONE (1) COPY OF INVITATION** (IF APPLICABLE)
- 10.) **PROOF OF U.S. STATUS** (PLEASE SUBMIT ON OF THE FOLLOWING)
 - NOTARIZED COPY OF FRONT & BACK OF U.S. GREEN CARD
 - ORIGINAL U.S. VISA & NOTARIZED I-94 (VISIT <https://i94.cbp.dhs.gov/>)
(THE CONSULATE WILL NOT PROCESS THE VISA IF YOU HOLD B-1 OR B-2 U.S. VISA STATUS)
- 11.) **COVER LETTER**: (EXPLAINING THE DETAILS OF THE TRIP AND IF YOU REQUIRE A DOUBLE OR MULTIPLE ENTRY ETC.)
- 12.) **CONSULATE FEE**:

VALIDITY	CONSULATE FEE
SINGLE ENTRY	\$14.00
MULTIPLE ENTRY	\$27.00

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.
- DO NOT PURCHASE NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN HAND.

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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

Specializing in Visas, Passports, Document Legalization and Translations



Immigration Department of Malaysia

Tue 23 Jan 2007



Service with a Smile

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[IDEAS](#)

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[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 \(Spouse Programme\)](#)

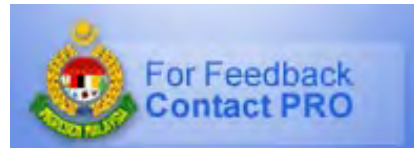
[Malaysia My Second Home Programme](#)

[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**.



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

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

For Office Use Only

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 15. No. Telefon
NRIC 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 Bercuti Transit
Purpose of Journey *Holiday* *Transit*

Urusan Perniagaan Urusan Rasmi
Business *Official Trip*

Melawat Saudara Mara / Kawan Persidangan
Visiting Friends / Relatives *Conference*

Bekerja Belajar
Employment *Study*

Lain-Lain (Nyatakan)
Others (Specify)

.....
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.