



# VIP SERVICES

2012 Louisiana Street  
Houston, Texas 77002  
713-659-8472 1-800-856-8472 Fax 713-659-3767  
Website: [www.vippassports.com](http://www.vippassports.com) Email: [info@vippassports.com](mailto: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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Visa Requirements



### IMPORTANT INFORMATION

The US citizens do not need a visa to enter Ukraine if the period of their stay does not exceed 90 days

**Be advised that the Consular Office of the Embassy of Ukraine does NOT offer 1 (one) business day visa processing. We offer 9 (nine) business day visa processing and rush processing for 3 (three) days.**

#### **On introduction of the visa free regime for the US citizens.**

Please, be informed that on August 18, 2005, the President of Ukraine signed Decree No. 1175/2005, amending the President's Decree No. 1008/2005 of June 30, 2005 on the Ukrainian visa requirements for the citizens of the United States of America.

According to the Decree No. 1008/2005 and the amendments to it introduced by the Decree No. 1175/2005 the US citizens do not need a visa to enter Ukraine if the period of their stay does not exceed 90 days.

For the US citizens who enter Ukraine with the purpose of employment, permanent residency, study and work at the diplomatic missions of the United States in Ukraine or with any other purpose, if the period of their stay in Ukraine is more than 90 days, visas are required.

#### **On introduction of the visa free regime for the citizens of EU, Switzerland and Liechtenstein.**

Please be informed that the President of Ukraine signed the Decree No. 1131/2005 "On the Establishment of Visa-Free Regime for Citizens EU, Switzerland and Liechtenstein" on July 26, 2005.

According to the mentioned Decree, starting September 1, 2005 visas are not required for the citizens of EU, Switzerland and Liechtenstein who enter Ukraine or transit through its territory for the period of time of up to 90 days with a valid travel passport.

For the citizens of the above-mentioned countries who enter Ukraine with the purpose of employment, permanent residency, family reunion, study and work at the diplomatic missions of these countries in Ukraine or with any other purpose if they are going to stay in Ukraine for more than 90 days, visas are required.

**On introduction of the visa free regime for the citizens of the Principality of Andorra, Vatican, the Republic of Iceland, the Principality of Monaco, the Kingdom of Norway and the Republic of San Marino.**

Please be informed that the President of Ukraine signed the Decree No. 1663/2005 "On the Establishment of Visa-Free Regime for Citizens of the Principality of Andorra, Vatican, the Republic of Iceland, the Principality of Monaco, the Kingdom of Norway and the Republic of San Marino " on July 26, 2005.

According to the mentioned Decree, starting September 1, 2005 visas are not required for the citizens of the Principality of Andorra, Vatican, the Republic of Iceland, the Principality of Monaco, the Kingdom of Norway and the Republic of San Marino who enter Ukraine or transit through its territory for the period of time of up to 90 days with a valid passport.

**On introduction of the visa free regime for the citizens of Japan.**

Please be informed that the President of Ukraine signed the Decree No. 1107/2005 "On the Establishment of Visa-Free Regime for Citizens of Japan" on July 19, 2005.

According to the mentioned Decree, *starting August 1, 2005 visas are not required for the Japanese citizens who enter Ukraine or transit through its territory for a period time of up to 90 days with a valid Japanese travel passport.*

**On introduction of the visa free regime for the citizens of Canada.**

Please be informed that the President of Ukraine signed the Decree No. 1134/2005 "On the Establishment of Visa-Free Regime for Citizens of Canada" on July 26, 2005.

According to the mentioned Decree, starting August 1, 2005 visas are not required for the Canadian citizens who enter Ukraine or transit through its territory for the period of time of up to 90 days with

a valid Canadian travel passport.

For the Canadian citizens who enter Ukraine with the purpose of employment, permanent residency, study and work at the diplomatic missions of Canada in Ukraine or with any other purpose if they are going to stay in Ukraine for more than 90 days, visas are required.

## VISA REQUIREMENTS

Passport and Visa are required for entry into Ukraine. Visas should be obtained from the Consular Office of the Embassy of Ukraine in Washington, D.C. or Consulates General in New York, Chicago and San Francisco.

**No invitation letters are necessary for citizens of the US, Canada, Japan, Slovakia, and Turkey for obtaining, business, private, sports visas.**

For US citizens only: please make sure that your current medical insurance has coverage in Ukraine.

**Starting from May 1, 2005 no visas are required for the citizens of Switzerland and the EU countries.**

**No visas are required for citizens of Hungary, Poland, Mongolia, Lithuania and the countries of the Commonwealth of Independent States (except Turkmenistan).**

Applicants holding passports of countries not mentioned above must allow at least 15 business days for their visa applications to be processed and must **additionally** submit the following documents:

- Proof of re-admissibility to the USA (a copy of valid US Resident Alien Card, US Temporary Resident Card, employment authorization etc).
- Original letter of invitation (no fax or e-mail copies) for all types of visas.

## VISA TYPES

Visa type depends on the purpose of entry into Ukraine (a [business](#), [tourist](#), [private](#), [transit](#) etc.).

**IMPORTANT:** Since only one type of visa is issued per entry, the primary purpose of entry should be stated in a [visa application form](#).

## TO OBTAIN A VISA AN APLICANT MUST SUBMIT

- A valid passport or travel documents (permit to re-entry to the United States for non-Ukrainian citizens only). Please allow for at least one free page for a visa. Copies are **NOT** acceptable.
- One completed [application form](#) (in [Adobe Acrobat](#)) printed or written in block letters in black ink.
- One recent passport size photograph.
- If you submit a passport of a child alone it must be accompanied by a joint notarized written request from both parents or copies of their visas.

The Consular Office has full authority to evaluate and request more documents than were submitted by the applicant.

It is advisable to apply for a visa not less than one month prior to your prospective departure date.

Due to the heavy fall of requests during the spring and summer months, longer processing time (up to 12 days) may be required.

## **ATTENTION!**

Invitation letters are **NOT** necessary for citizens of US, Canada, Japan, Slovakia, and Turkey for obtaining official, business, private, cultural, and sports visas.

**Starting from May 1, 2005 no visas are required for the citizens of Switzerland and the EU countries.**

**The type of visa required depends on the purpose of the applicants' entry into Ukraine.**

**ALONG WITH ALL THE ITEMS LISTED ABOVE**, applicants from countries NOT mentioned above must additionally submit certain documents, or "supporting documents", to further explain the applicant's purpose of entry. The supporting documents are listed below under the appropriate visa type:

**A) Business Visa:** (except citizens of the countries mentioned above)

An original invitation from a legal entity duly registered in Ukraine, containing the official address and telephone number typed in its letterhead, and signed by an authorized officer of the entity other than the applicant. The invitation must bear the entity's seal and be accompanied, when applicable, by a clear copy of its valid Certificate of Registration in Ukraine. The invitation should detail the purpose and if necessary, the number of visits, exact travel dates, cities and/or towns to be visited, and provide basic passport data of the invitee.

**B) Visa for Religious Mission for US citizens and other countries:**

For obtaining this type of visa, applicants must submit a letter of invitation from a Ukrainian religious organization. The letter of invitation must be accompanied by a written confirmation under the signature and seal from the State Committee of Ukraine on Religious Affairs.

**C) Visa for Humanitarian Mission for US and other countries:**

For individuals providing humanitarian aid, a visa is issued on the basis of a letter of support from the Committee on Humanitarian Aid of the Cabinet of Ministers of Ukraine. If an applicant provides the Consular Office with a letter from the Committee on Humanitarian Aid of the Cabinet of Ministers of Ukraine, then the visa will be issued free of charge (application and visa fee are waived.)

#### **D) Tourist Visa:**

A letter of invitation from a Ukrainian or American tourist agency or a confirmation from a Ukrainian hotel is necessary to qualify for a tourist visa.

#### **E) Private Visa:**

- **for a home stay visit (except citizens of US, Canada, Japan, Switzerland, Slovakia, and Turkey, or citizens of the countries of the European Union)** - only original invitation issued in the name of the applicant from a local Immigration Authorities of the Ministry of Interior of Ukraine.
- **for medical treatment (for US citizens and other countries)** - an official invitation from the Ukrainian medical institution providing treatment to the applicant.
- **applicants of Ukrainian background** - may apply for a P-2 type Ukrainian visa in person and then are subjected to an interview at the Consular office of the Embassy of Ukraine.

Applicants for type P-2 visas should submit the following documents:

- Applicant's written request.
- Original Ukrainian birth certificate and a copy of it.
- If the last name on applicant's passport and birth certificate is different the copy of the document of change of name is mandatory.
- Filled out application form.
- One recent passport size photograph.
- Valid passport.
- Self-addressed pre-paid envelope (Express Mail only) in case the documents need to be returned after the visa interview by mail.

**Note:** The Consular Office has full authority to evaluate and request more documents than were submitted by the applicant.

## **F) Immigration Visa (for US citizens only):**

- **IM-1** applicants entering Ukraine for employment purposes must submit:
  - A labor authorization document - (DOZVIL NA PRATSEVLASHTUVANNIA) in the name of the applicant issued by the Ministry of Labor of Ukraine and obtained for him/her in advance by the employer in Ukraine.
  - A valid passport or travel documents (permit to re-entry to the United States for non-Ukrainian citizens only). Please allow for at least one free page for a visa. Copies are **not** acceptable.
  - One completed [application form](#) (in [Adobe Acrobat](#)) printed or written in block letters in black ink.
  - One recent passport size photograph.
  - If you submit a passport of a child alone it must be accompanied by a joint notarized written request from both parents or a copy of the parents' visas.
- **IM-2** applicants entering Ukraine for permanent residence must submit:
  - Permission for permanent residence in Ukraine obtained from Ukrainian Immigration Authorities of the Ministry of Interior of Ukraine.
  - A valid passport or travel documents (permit to re-entry to the United States for non-Ukrainian citizens only). Please allow for at least one free page for a visa. Copies are **not** acceptable.
  - One completed [application form](#) (in [Adobe Acrobat](#)) printed or written in block letters in black ink.
  - One recent passport size photograph.
  - If you submit a passport of a child alone it must be accompanied by a joint notarized written request from both parents or copies of their visas.

## **G) Transit Visa:**

A valid visa to the country of destination, other documents which confirm entry into that country, or a

confirmed one way or round trip ticket for travel from the point of entry into Ukraine to the point of entry into the next country from Ukraine are acceptable supporting documents for transit visas. This visa does not authorize an applicant's stay in Ukraine and is not required for a non-stop flight over Ukraine.

## VISA DURATION

### a) **SINGLE** or **DOUBLE-ENTRY VISA**

- For citizens of U.S., Canada, Japan, Switzerland, Slovakia, and Turkey and citizens of the European Union countries - up to 6 months.
- For other nationalities and stateless persons - up to 3 months.

### b) **MULTIPLE ENTRY VISA**

- For US citizens - up to 5 years (the duration of visa can vary from 1 to 5 years).
- For non-US citizens and stateless persons - up to 1 year.

**Multiple entry visas** can be issued, pending a decision from the Consul, within 9 business days only.

c) **TRANSIT VISA** - up to 5 days (a period of time sufficient enough to cross Ukraine by train, ship, automobile or other means of transportation).

d) The duration of a **P-2 type visa** can vary from 1 to 5 years (decision is made by the Consul)

## VISA FEES for US citizens

Only money orders made out to the Embassy of Ukraine in Washington, D.C. are accepted by the Consular Office. Cash and checks are not accepted.

**One money order is required:**

(1) **Application fee** is \$131\* for 9-business day processing

(2) **Visa fee** is not charged for US citizens.

\***Attention:** This charge for every kind of visa is not refundable.

VISA FEES for non-US citizens

Only money orders made out to the Embassy of Ukraine in Washington, D.C. are accepted by the Consular Office. Cash and checks are not accepted.

**Two separate money orders are required:**

**(1) Application fee is \$45\* for 9-business day processing and \$90\* for 3 - business day processing**

**(2) Visa fee (to be added to the application fee):**

Type of operation	9 - business day processing	3 - business day processing
1. Single entry visa	\$50	\$100
2. Double entry visa	\$80	\$160
3. Multi entry visa	\$200	\$400
<b>TRANSIT VISAS</b>		
1. Double entry transit visa	\$30	\$60
2. Multiple-entry transit visa	\$100	\$200
<b>STUDENT'S VISAS</b>		
1. Single entry student visa	\$20	\$40
<b>CULTURAL VISAS</b>		
1. Single entry student visa	\$50	\$100
2. Double entry visa	\$70	\$140
3. Multi entry visa	\$100	\$200
<b>TOURIST VISAS</b>		
1. Single entry visa	\$40	\$80
2. Double entry visa	\$70	\$140
<b>PRIVATE VISAS (P-2) only for ukrainian background citizens</b>		
<b>Application fee</b> is \$10 for 9-business day processing and \$20* for 3 - business day processing		
1. Single entry visa	\$10	\$20
2. Double entry visa	\$20	\$40
3. Multi entry visa	\$100	\$200
<b>IMMIGRATION VISAS (IM-1)</b>		
1. Single entry visa	\$50	\$100
<b>IMMIGRATION VISAS (IM-2)</b>		
1. Single entry visa	\$40	\$80

**\*Attention: This charge for every kind of visa is not refundable.**



# VISA APPLICATION

(APPLICATION FOR UKRAINE ENTRY CLEARANCE)

Please, complete - print or write in printing letters - the form

cross the boxes where applicable

Submit with this form:

- current passport
- one photograph
- the consular fee receipt

1. SURNAME (as written in your passport)

2. FULL NAME (as written in your passport)

3. OTHER NAMES OR SURNAMES USED IN THE PAST

4. DATE OF BIRTH

day month year

--	--	--

country

town

5. SEX

female

male

6. NATIONALITY

present

former (if any)

7. SOCIAL SECURITY NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

8. ADDRESS OF PERMANENT RESIDENCE (country, postal code, town, street, building #, apt # and phone #).

9. PASSPORT DETAILS

type

number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

date of issue

valid until

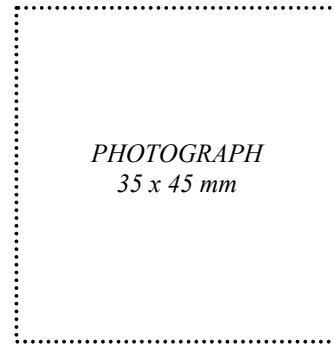
day month year

day month year

--	--	--	--	--	--

--	--	--	--	--	--

issuing authority



FOR OFFICE USE ONLY

A

1

2

B

C

--	--	--	--	--	--	--

D

--	--	--	--	--	--	--

E

1

2

3

F

G

--	--	--	--	--	--	--	--	--	--	--

H

--	--	--

I

--	--	--	--	--	--	--

J

## 10. MARITAL STATUS

single

married

divorced

widowed

yes	<input type="checkbox"/>	no	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

yes	<input type="checkbox"/>	no	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

yes	<input type="checkbox"/>	no	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

yes	<input type="checkbox"/>	no	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

## 11. DID YOU SUFFER FROM ANY INFECTIOUS DISEASE DANGEROUS FOR PUBLIC HEALTH?

yes	<input type="checkbox"/>	no	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

## 12. HAVE YOU EVER BEEN CHARGED OF ANY CRIMINAL OFFENCES ANYWHERE

yes	<input type="checkbox"/>	no	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

## 13. HAVE YOU EVER BEEN LIMITED OR PROHIBITED FROM AN ENTRY TO UKRAINE

yes	<input type="checkbox"/>	no	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

“YES”, PLEASE SPECIFY WHERE

## 14. HAVE YOU EVER BEEN DEPORTED OR REMOVED FROM UKRAINE

yes	<input type="checkbox"/>	no	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

## 15. PURPOSE OF YOUR JOURNEY

## 16. DURATION OF STAY IN UKRAINE

number of days      month

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

## 17. DATE OF PROPOSED ENTRY TO UKRAINE

day                      month                      year

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

## 18. POINT OF ENTRY TO UKRAINE

## 19. MEANS OF TRANSPORT FOR ENTRY TO UKRAINE

## 20. NAME AND ADDRESS OF ORGANIZATION WHICH INVITES

NAME AND ADDRESS OF PRIVATE PERSON WHO INVITES

## 21. CITIES IN UKRAINE YOU INTEND TO VISIT

--

## 22. ADDRESS OF TEMPORARY RESIDENCE IN UKRAINE

--

## 23. IN CASE OF NEED WHO WILL GIVE YOU FINANCIAL SUPPORT

--

## 24. CHILDREN UNDER 16 YEARS INCLUDED ON YOUR PASSPORT AND WHO WILL TRAVEL WITH YOU TO UKRAINE

surname	name	place of birth	date of birth			nationality
			day	month	year	

## 25. IF YOU HAVE BEEN TO UKRAINE, INDICATE THE DATE OF LAST VISIT

day	month	year

## 26. VISA REQUESTED FOR:

single entry <input type="checkbox"/>	double entry <input type="checkbox"/>	multiple entry <input type="checkbox"/>
---------------------------------------	---------------------------------------	---

THIS PART IS TO BE COMPLETED IN CASE OF TRANSIT THROUGH THE TERRITORY OF UKRAINE

27. COUNTRY OF DESTINATION

28. MEANS OF TRANSPORT TO THE POINT OF DEPARTURE FROM UKRAINE

29. DO YOU HAVE AN ENTRY CLEARANCE FOR THE DESTINATION

yes	<input type="checkbox"/>	no	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

30. PLACE OF PROPOSED DEPARTURE FROM UKRAINE TO THE DESTINATION

31. DATE OF PROPOSED DEPARTURE FROM UKRAINE

day month year

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

32. ADDITIONAL INFORMATION

*I do hereby confirm that I have read and understood everything stated above. I declare that the information given by me in this application to the best of my knowledge is true. I am aware that untruthful data presented by me in this application may serve as a reason to refuse the issue of Ukraine's entry visa and to refuse me to enter Ukraine even in the case the entry visa has been issued.*

*I also know that in the case I am refused to enter Ukraine I am not entitled for any refund of expenses by me.*

PLACE OF SUBMISSION

DATE OF SUBMISSION

day month year

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

APPLICANT'S SIGNATURE



# VIP SERVICES

2012 Louisiana Street  
Houston, Texas 77002

713-659-8472 1-800-856-8472 Fax 713-659-3767

Website: [www.vippassports.com](http://www.vippassports.com) Email: [info@vippassports.com](mailto:info@vippassports.com)

## 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.