



# VIP SERVICES

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## 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: \_\_\_\_\_

<u>VISA PROCESSING</u>	<u>AND</u>	<u>CONSULATE FEES:</u>
<u>LIST COUNTRIES</u>	<u>AND</u>	<u>CONSULATE FEES:</u>
_____	-	\$ _____
_____	-	\$ _____
_____	-	\$ _____

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\_\_\_\_\_



## Visa Processing Fees for Non-US citizens

**PLEASE BE INFORMED THAT UKRAINE INTRODUCED A VISA FREE REGIME FOR CITIZENS OF THE U.S.A., COUNTRIES OF EUROPEAN UNION, CANADA, JAPAN, SWITZERLAND, NORWAY, SAN MARINO, MONACO, ICELAND, VATICAN, ANDORRA, LIECHTENSTEIN AND REPUBLIC OF KOREA, WHO MAY STAY IN UKRAINE WITHOUT VISAS UP TO 90 DAYS.**

**A passport valid for six months beyond the planned date of travel is required.**

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

**No visas are required for citizens of the countries of the Commonwealth of Independent States (except Turkmenistan).**

### VISA FEES for non-US citizens

Type of operation	REGULAR	EXPEDITED
	9 – business day processing	3 – business day processing
Single entry visa <i>(all types except listed below)</i>	\$ 95	\$ 190
Double entry visa <i>(all types except listed below)</i>	\$ 125	\$ 250
Multi entry visa <i>(all types except listed below)</i>	\$ 245	\$ 490
<b>TOURIST VISAS (T)</b>		
Single entry visa	\$ 85	\$ 170
Double entry visa	\$ 115	\$ 230
<b>STUDENT'S VISA (O)</b>		
Single entry visa	\$ 65	\$ 130
<b>CULTURAL VISAS (K)</b>		
Single entry visa	\$ 95	\$ 190
Double entry visa	\$ 115	\$ 230
Multi entry visa	\$145	\$ 290
<b>TRANSIT VISAS (TP)</b>		
Double entry transit visa	\$ 75	\$ 150
Multi entry transit visa	\$ 145	\$ 290
<b>VISAS П-2</b>		
Single entry visa	\$ 20	\$ 40
Double entry visa	\$ 30	\$ 60
Multi entry visa	\$ 110	\$ 220

## Required Documents (Grounds for issuing visas)

PLEASE BE INFORMED THAT UKRAINE INTRODUCED A **VISA FREE REGIME** FOR CITIZENS OF THE COUNTRIES OF **EUROPEAN UNION, U.S.A., CANADA, JAPAN, SWITZERLAND, NORWAY, SAN MARINO, MONACO, ICELAND, VATICAN, ANDORRA, LIECHTENSTEIN AND REPUBLIC OF KOREA, WHO MAY STAY IN UKRAINE WITHOUT VISAS UP TO 90 DAYS.**

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

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In accordance with Decree #227 by Ukraine's Cabinet of Ministers of February 20, 1999, visas for aliens are issued on the basis of their entry purpose, provided they have the appropriate documents.

### FOR ALL VISAS THE FOLLOWING MUST BE SUBMITTED:

1. **Original (no copies!) valid passport or travel document**, both hereinafter referred to as "the travel document", valid for at least one month after the expiration date of the requested visa and having two blank visa designated pages. Please note that the so-called Green Card (*i.e., Resident Alien Card*) is not valid for entry into Ukraine;
2. One original **Visa Application form**  (You will need *Acrobat Reader* to view, fill out or print this form) per travel document holder - answered completely and legibly typed or printed in ink in block letters, dated and personally signed by the applicant aged 16 or over or by a parent or a legal guardian of the applicant under 16 (a child included in an adult's travel document must be included in the adult's visa application form with a photograph);  
Here is an *example*  of filling out a form
3. **One photograph** - recent, passport-sized, resembling applicant's travel document photo.
4. Together with all items listed above the following documents, each hereinafter referred to as "the **supporting document**", related to the purpose of entry, must be submitted in support of the Application for: **Business Visa** ■ **Visa for Religious Mission** ■ **Visa for Humanitarian Mission** ■ **Visa for Members of Rescue Services** ■ **Student Visa** ■ **Visa for Mass Media Staff** ■ **Private Visa** ■ **Tourist Visa** ■ **Transit Visa** ■ **Immigration Visa** ■ **Visa for International Transport Service Staff.**
5. **Processing fee** (*only in the form of a postal money order* , payable to the Consulate General of Ukraine in San Francisco; **other types of money orders, cash, credit cards, personal or company checks are not accepted**).

**No invitation letters** are necessary for citizens of the **US, Canada, Japan, Switzerland, and Turkey**, or citizens of the countries of the **European Union** for obtaining **official, business, private, cultural, or sports visas.**

**IMPORTANT:** Applicants **holding passports of countries not mentioned above** or **non-citizens (stateless persons)** 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) made through a Ukrainian "Visa and Registration Office" for all types of visas.

**A.) BUSINESS VISA** *(except citizens of the above – mentioned countries)*

**an original invitation** from a legal entity duly registered in Ukraine, typed on its letterhead containing its official address and telephone number, signed by an authorized officer (*other than the applicant*) of the entity, bearing its seal and accompanied, when applicable, by a clear copy of its valid Certificate of Registration in Ukraine. The invitation must 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 and be duly arranged by the internal affairs agencies.

**B.) VISA for RELIGIOUS MISSION**

**an original letter of invitation** from a Ukrainian religious organization for a foreign missionary must contain or be **accompanied by a written confirmation** under the signature and seal of a responsible official **of the Department on Religious Matters** of the Ministry of Justice of Ukraine (*according to the acting Law of Ukraine foreign citizens staying temporarily in Ukraine can perform religious activities only in those religious organizations which have invited them and provided official approval by state authorities by which the statute of the inviting organization was registered*).

**C.) VISA for HUMANITARIAN MISSION**

for individuals providing Humanitarian Aid, a visa is issued only on the basis of a **letter of support from the Commission at the Cabinet of Ministers of Ukraine** for coordination, acceptance, transportation, security and distribution of humanitarian aid rendered by foreign States.

**D.) VISA for MEMBERS OF RESCUE SERVICES**

approval by the Ministry of Emergency Issues of Ukraine.

**E.) STUDENT VISA**

invitation of an established type issued by the Ministry of Education of Ukraine.

**F.) VISA for MASS MEDIA STAFF**

instruction by the Ministry of Foreign Affairs of Ukraine on issuing the visa.

**G.) PRIVATE VISA** *(except citizens of the above – mentioned countries)*

- an original invitation of an established type issued in the applicant's name by a local "Visas Permits and Passports Department" Office (VVIR) of the Ministry of Internal Affairs where the sponsor permanently resides or other documents proving the private nature of the trip;
- personal application, results of a personal interview with an officer of Ukrainian diplomatic or consular mission which is in charge of deciding whether a visa can be issued;
- in case of emergency (*unexpected illness, death of relatives*) visas can be obtained upon submitting a certified cable from a doctor of the Ukrainian clinic or a copy of death certificate;
- for a burial site visit - an original Ukrainian Red Cross official confirmation of an existing grave of the applicant's blood relative;
- for medical treatment - an official notification from the medical institution providing treatment to the applicant.

**NOTE:** Those wishing to enter Ukraine for **permanent residence** should call the Consulate General for further clarification before submitting an application.

## H.) TOURIST VISA

The following documents proving the tourist nature of the trip is necessary to qualify for a tourist visa:

- a **letter of invitation** from a tourist agency (*a request for a visa typed on a travel agency's letterhead, signed by its manager and accompanied with a printed itinerary of the applicant's visit listing the cities and/or towns to be visited and the name (-s) of hotel (-s) the tourist will be staying at, exact dates of accommodation with confirmation number (-s)*);
- a **confirmation letter** from a Ukrainian hotel (*i.e., hotel reservation*);
- a copy of the **round-trip ticket** issued by the Ukrainian National Air Carrier (*only for the citizens of the **USA, Canada, Switzerland** and **Japan**, or citizens of the countries of the **European Union***).

**For flights to Ukraine please contact:**

- **"AeroSvit"** (*Ukrainian Carrier - the only Airline with non-stop service to Kyiv*), New York City: ; toll free: 1-888-661-1620; fax 212-661-1602; website: [www.aerosvit.com](http://www.aerosvit.com); address: 420 Lexington Ave, Suite 2930, New York, NY 10170 .
- **"Ukraine International Airlines"**, toll free (*from the USA and Canada*): 1-800-876-0114; website: [www.ukraine-international.com](http://www.ukraine-international.com).

## I.) TRANSIT VISA

a valid visa to the next country to be entered or, if such is not required, other documents which confirm entry into that country or a confirmed one way or round trip ticket for train or ship travel from the point of entry into Ukraine to the point of entry into the next country from Ukraine or if traveling by an automobile - a statement of the owner of the automobile; documents proving the transit nature of cargo transportation and public bus transportation through the territory of Ukraine. This visa does not authorize applicant's stay in Ukraine and is not required for a non-stop flight over Ukraine.

Transit of aliens through the territory of Ukraine is allowed, provided the alien has a transit Ukrainian visa, a destination country visa and tickets or other documents proving that the intended trip is really a transit.

## J.) IMMIGRATION VISA

- permit by a local executive body for permanent residence in Ukraine;
- work permit issued by the Ministry of Labor.

**NOTE:** for **employment** (*including lecturing*) for period (-s) each exceeding three consecutive months - a labor authorization document - "Дозвіл на працевлаштування" (*Dozvil na pracevlashtuvannia*) 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 business visa is required for each entry with the same purpose for a period (-s) under three months*).

## K.) VISA for INTERNATIONAL TRANSPORT SERVICE STAFF

license for international transportation issued by the corresponding agency of the host country

# 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

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country

town

5. SEX

female

male

6. NATIONALITY

present

former (if any)

7. SOCIAL SECURITY NUMBER

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

9. PASSPORT DETAILS

type

number

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date of issue

valid until

day month year

day month year

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issuing authority



FOR OFFICE USE ONLY

A

1

2

B

C

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D

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E

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I

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J

## 10. MARITAL STATUS

single

married

divorced

widowed

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

yes	<input type="checkbox"/>	no	<input type="checkbox"/>
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## 11. DID YOU SUFFER FROM ANY INFECTIOUS DISEASE DANGEROUS FOR PUBLIC HEALTH?

yes	<input type="checkbox"/>	no	<input type="checkbox"/>
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## 12. HAVE YOU EVER BEEN CHARGED OF ANY CRIMINAL OFFENCES ANYWHERE

yes	<input type="checkbox"/>	no	<input type="checkbox"/>
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## 13. HAVE YOU EVER BEEN LIMITED OR PROHIBITED FROM AN ENTRY TO UKRAINE

yes	<input type="checkbox"/>	no	<input type="checkbox"/>
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“YES”, PLEASE SPECIFY WHERE

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

yes	<input type="checkbox"/>	no	<input type="checkbox"/>
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## 15. PURPOSE OF YOUR JOURNEY

## 16. DURATION OF STAY IN UKRAINE

number of days      month

<input type="text"/>	<input type="text"/>
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## 17. DATE OF PROPOSED ENTRY TO UKRAINE

day

month

year

<input type="text"/>	<input type="text"/>	<input type="text"/>
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## 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"/>
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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"/>
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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"/>
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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"/>
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APPLICANT'S SIGNATURE



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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 (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 (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!**