



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#: _____

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

CREDIT CARD INFORMATION:

TYPE OF CARD: _____
CARD #: _____
EXPIRATION DATE: _____

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: _____



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VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: VIETNAM ENTRY VISA-NON US PASSPORT

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>1</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
COMPANY LETTER:	<u>N/A</u>	EXPIRED PASSPORT:	<u>N/A</u>
COPY OF INVITATION:	<u>SEE COMMENTS BELOW</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: NOTARIZED COPY OF PERMAMENT RESIDENCE CARD (GREEN CARD) OR THE ORIGINAL USA VISA AND I-94 (STUDENTS ORIGINAL I-20). SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

PLEASE FORWARD THIS SHEET AND ALL THE ABOVE REQUIREMENTS TO THE ABOVE LISTED ADDRESS

FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$75.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER:	<u>\$3.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (LESS THEN 4 DAY RUSH PROCESS)	<u> </u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (LESS THEN 24TO 48 HOUR RUSH PROCESS)	<u> </u>
OTHER FEES: _____	<u> </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 5 TO 7 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED TO HAVE THE VISA ISSUED IN LESS THEN 24 TO 72 HOURS (\$50.00 SPECIAL HANDLING) OR HAVE THE VISA ISSUED IN LESS THEN 4 DAYS (\$20.00 SPECIAL HANDLING FEE) FROM THE DAY WE SUBMIT YOUR APPLICATION.

COMMENTS: IF YOU WILL BE STAYING LONGER THEN 30 DAYS OR YOU NEED THE VISA TO BE A MULTIPLE NETRY VALIID FOR MORE THEN 6 MONTHS, YOU WILL NEED TO SUBMIT A COPY OF THE OFFICIAL INVITATION FROM YOUR SPONSOR IN VIETNAM.

REVISED: 02-13-2010 (SDL)

Specializing in Visas, Passports, Document Legalization and Translations



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VIETNAM

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

ENTRY VISA:

- 1.) PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (1) ONE PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (1) ONE COMPLETED APPLICATIONS
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) COPY OF INVITATION (IF AVAILABLE)
- 6.) NOTARIZED COPY OF PERMANENT RESIDENCE CARD (US GREEN CARD) OR ORIGINAL US VISA AND I-94
- 7.) CONSULATE FEE:
 - \$55.00 - SINGLE ENTRY - ONE MONTH VALIDITY
 - \$75.00 - SINGLE ENTRY - THREE MONTH VALIDITY
 - \$100.00 - MULTIPLE ENTRY - ONE MONTH VALIDITY
 - \$130.00 - MULTIPLE ENTRY - THREE MONTH VALIDITY
 - \$170.00 - MULTIPLE ENTRY - SIX MONTH VALIDITY

RUSH PROCESSING: WHEN REQUESTING THE VISA TO BE ISSUED ON A RUSH PROCESS THE CONSULATE CHARGES THE ADDITIONAL CONSULATE FEES:

- \$20.00 - LESS THEN 4 DAYS PROCESSING**
- \$30.00 - LESS THEN 2 DAYS PROCESSING**

PLEASE NOTE: IF YOUR PASSPORT INDICATES THAT YOUR PLACE OF BIRTH IS VIETNAM, YOU ARE REQUIRED TO COMPLETE AN ADDITIONAL APPLICATION. PLEASE CALL VIP SO WE CAN GET YOU THE CORRECT APPLICATION.

VALIDITY: THE CONSULATE WILL ISSUE THE VISA ACCORDING TO THE DATES LISTED ON YOUR VISA APPLICATION.

SINGLE ENTRY: WILL ALLOW YOU TO ENTER AND EXIT ONE TIME FOR A STAY UP TO 30 CONSECUTIVE DAYS.

MULTIPLE ENTRY: MULTIPLE ENTRY VISA CAN BE ISSUED VALID FROM 30 DAYS TO 6 MONTHS (AS LISTED ON THE VISA APPLICATION). IF YOU NEED TO STAY LONGER THEN 30 CONSECUTIVE DAYS OR IF YOU NEED THE VISA TO BE VALID FOR MORE THAN 6 MONTHS - YOU WILL BE REQUIRED TO SUBMIT A COPY OF THE OFFICIAL INVITATION FROM YOUR SPONSOR IN VIETNAM.

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Visa Approval/Reference Number (if any):



EMBASSY OF VIETNAM
1233 20th Street, NW, Suite 400
Washington, D.C. 20036

VISA
APPLICATION

(FOR NON-VIETNAMESE
PASSPORT HOLDERS)

01 Photo
(2 inches x 2 inches)
Glued photo here

1. Name (in block letters):

.....
Family name First name Middle name

2. Date of birth:...../...../.....
Date / Month / Year

3. Male: Female

4. Place of birth:.....

5. Nationality at birth:.....
Nationality at present:.....

6. Passport number:.....
Date of issue:.....
Date of expiry:.....

7. Profession:.....
Place of employment:.....
.....

Telephone (Office):.....

8. Present mailing address: (P.O Box Not
Accepted for USPS express mail)

.....
.....
.....

* Email :.....

* Telephone :.....

9. Purpose of visit to Vietnam:

.....
.....
.....

10. Name, address of your contact (sponsor, host,
hotel...) in Vietnam (if any)

.....
.....
.....
.....
.....

11. Proposed date of entry:

...../...../.....
Date / Month / Year

Proposed date of exit:

...../...../.....
Date / Month / Year

12. Requesting a visa good for:

• Times of entries:

- Single (one time) visit

- Multiple visits

• Length of stay:

- One month

- 03 months

- Less than 6 Months

- Up to one year (with an approval only)

I solemnly declare that the statements made in this application are true and correct.

Date:.....

Signature of Applicant

Check list: Before submitting, make sure you have included:

- Original Passport
- Completed and signed Application with One Photo glued or stapled;
- Visa Fee: Money Order (or Cashier's Check); and
- Prepaid USPS Express Mail or FedEx Slip, (if you want your visa be returned by mail).

* Required for further contact