

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



NOTICE

NATIONALS OF THE FOLLOWING COUNTRIES DO NOT NEED A VISA TO ENTER MONGOLIA FOR STAYS UP TO 30 DAYS:

BRAZIL	CANADA	GEORGIA
GERMANY	HONG KONG	ISRAEL
JAPAN	KAZAKHSTAN	KYRGYZSTAN
MACAO	MALAYSIA	PHILIPPINES
RUSSIA	SERBIA	SINGAPORE
THAILAND	TURKEY	UKRAINE

IF YOU DO NOT HOLD ONE OF THE PASSPORTS MENTIONED ABOVE, OR OTHERWISE DO NOT QUALIFY FOR A VISA UPON ARRIVE, PLEASE SEE NEXT PAGES FOR THE INSTRUCTIONS TO APPLY FOR A VISA.

THANKS,
VIP PASSPORT SERVICES, INC.

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

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



MONGOLIA BUSINESS 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-TYPED
PASSPORT TYPE PHOTO (S):	1	TRAVEL ITINERARY:	1-COPY
APPROVAL FROM MONGOLIA:	1-WHEN REQUIRED	COMPANY LETTER:	1

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

FOR ALL U.S. VISA HOLDERS, PLEASE BE SURE TO ALSO SEND A 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)	\$95.00
CONSULATE FEE: (SEE NEXT PAGE)	_____
MONEY ORDER:	\$6.00
** <input type="checkbox"/> SPECIAL HANDLING FEE: (LESS THAN 3 DAY PROCESS)	_____
OTHER FEES: _____	_____
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:	5 TO 7 DAYS
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 3 DAYS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING).	

COMMENTS: _____

REVISED 7-16-2019JENN

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



MONGOLIA BUSINESS VISA

NON-U.S. PASSPORT HOLDERS

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

1.) PASSPORT

- MUST HAVE MINIMUM OF 6 MONTHS BEYOND INTENDED STAY IN-COUNTRY

2.) ONE (1) PASSPORT-SIZE PHOTOGRAPHS (2x2)

3.) ONE (1) COMPLETED TYPED APPLICATION FORM

4.) COPY OF APPROVAL FROM OFFICE OF IMMIGRATION, NATURALIZATION, AND FOREIGN CITIZENS IN MONGOLIA (THIS WILL ONLY BE REQUIRED IF STAYING LONGER THEN 30 DAYS OR REQUESTING A DOUBLE AND OR MULTIPLE ENTRY)

5.) COMPANY LETTER OF GUARANTEE (SEE EXAMPLE)

6.) COPY OF TRAVEL ITINERARY

7.) PROOF OF VALID U.S. STATUS (PLEASE SUBMIT ONE OF THE FOLLOWING):

- COPY OF FRONT/BACK OF GREEN CARD
- ORIGINAL U.S. VISA AND I-94 (VISIT <https://i94.cbp.dhs.gov/>)

8.) CONSULATE FEE:

<u>NUMBER OF ENTRIES</u>	<u>CONSULATE FEE</u>
SINGLE	\$60.00
DOUBLE	\$80.00

VALIDITY: FIRST ENTRY MUST BE MADE WITHIN 90 DAYS OF VISA ISSUANCE. THE LENGTH OF VALIDITY AND THE LENGTH OF STAY IS DETERMINED BY THE VISA OFFICER ON A CASE-BY-CASE EVALUATION.

REVISED 7-16-2019 JENN

МОНГОЛ УЛСЫН ВИЗИЙН МЭДҮҮЛЭГ
VISA APPLICATION OF MONGOLIA

3.5*4.5 photo taken
within the last six
months

3.5*4.5 цээж зураг
(сүүлийн 6 сард
авахуулсан)

Визийн мэдүүлгийг бөглөхийн өмнө сайтар уншиж танилцана уу.
Please read carefully before you fill in.

1. Овог/ Surname (as in passport)		2. Өөрийн нэр/ Given and Middle names (as in passport)		Шийдвэрийн хуудас /For official use only/ 1. <u>Виз мэдүүлгийн дугаар / Application reference number</u> 2. <u>Виз мэдүүлсэн газар/ Application lodged at</u> 3. <u>Визийн мэдүүлэг хүлээн авсан ажилтан/ Visa application received by:</u> Нэр/Name Гарын үсэг/Signature 4. <u>Виз олгох эсэх/Visa decision</u> <input type="checkbox"/> Татгалзах / Denied <input type="checkbox"/> Олгох / Approved 5. <u>Зөвшөөрөл, хувийн үрилгэйн дугаар (хэрэв байгаа бол) /Approval or invitation number if available</u> 6. <u>Олгосон визийн ангилал / Visa category</u> 7. <u>Байх хугацаа / Duration of stay</u> 8. <u>Визийн зориулалт / Visa type</u> <input type="checkbox"/> Орох / Entry <input type="checkbox"/> Дамжин өнгөрөх / Transit <input type="checkbox"/> Гаргах-орох /Re-entry 9. <u>Визийн төрөл / Number of entries</u> <input type="checkbox"/> 1 удаа / Single <input type="checkbox"/> 2 удаа / Double <input type="checkbox"/> Олон удаа 6 сар / Multiple entry valid for 6 months <input type="checkbox"/> Олон удаа 1 жил / Multiple entry valid for 1 year 10. <u>Олгосон визийн дугаар / Visa number</u>			
3. Иргэний харьяалал/ Current nationality(s)						1. 2. 3.	
4. Төрсөн он сар өдөр/ Date of birth (year-month-day)		5. Төрсөн газар/ Place and country of birth					
6. Хүйс/ Sex <input type="checkbox"/> Эр/Male <input type="checkbox"/> Эм/Female <input type="checkbox"/> Бусад/Other		7. Гэрлэлтийн байдал /Marital status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Other (Please specify)					
8. Ажил, сургуулийн хаяг / Employer and its address For students, name and address of educational establishment:		9. Одоо эрхэлж буй ажил / Current occupation					
Гудамж/Street							
Хот, улс/City, country							
Утас, Факс/Phone, Fax							
10. Гэрийн хаяг, холбоо барих утас / Home address and contact information Хаяг/Address:							
Утас/Telephone number:							
Гар утас / Mobile phone number:							
Цахим шуудан / Email address:							
Яаралтай үед холбоо барих хүний нэр, утас /Emergency contact person and number:							
11. Паспортын төрөл/ Type of passport <input type="checkbox"/> Энгийн/Ordinary <input type="checkbox"/> Албан/Service/Official <input type="checkbox"/> Дипломат/Diplomatic <input type="checkbox"/> Бусад /Other (please specify):							
12. Паспортын дугаар/ Passport number				13. Дуусах хугацаа/ Expiry date (year-month-day)			
.....						
14. Танд Монгол Улсад гэр бүл, хамаатан, найз нөхөд, бизнесийн хамтрагч, эсвэл судалгааны ба эрдмийн ажлын харилцаатай хүн, хүлээн авах хувь хүн, аж ахуйн нэгж, байгууллага бий юу? /Do you have a family member, relative, friend, business partner, research or academically associated person, a host person or organization in Mongolia?							
<input type="checkbox"/> Yes Name, address, phone number:							
<input type="checkbox"/> No							
15. Та Монголд өмнө нь зочилж байсан уу? /Have you visited Mongolia previously?							
<input type="checkbox"/> Yes Он, сар, өдөр/Date Зорилго / Purpose							
<input type="checkbox"/> No							
16. Монгол Улсад байх таны хаяг, утасны дугаар /Place of your intended stay in Mongolia Address:							
Telephone number (if available):							
17. Аяллын зорилго/ Purpose of travel <input type="checkbox"/> Жуулчлал/Tourism <input type="checkbox"/> Албан/Official <input type="checkbox"/> Суралцах/Study <input type="checkbox"/> Ажиллах/Employment <input type="checkbox"/> Гэр бүлдээ, найзындаа зочлох/Visiting families or friends <input type="checkbox"/> Дамжин өнгөрөх/Transit <input type="checkbox"/> Хурал/Conference <input type="checkbox"/> Бизнес/Business <input type="checkbox"/> Хувийн/Private <input type="checkbox"/> Бусад/Other (please specify):							
18. Хилээр нэвтрэх тоо / Number of entries requested <input type="checkbox"/> Нэг удаа/ Single <input type="checkbox"/> Хоёр удаа/ Double <input type="checkbox"/> Олон удаа/ Multiple entries							
Монголд ирэх өдөр / Date of expected arrival: Монголоос явах өдөр / Date of expected departure:							
19. Үйлчилгээний төрөл / Service requested for visa processing <input type="checkbox"/> Энгийн/ Regular processing (3-5 working days) <input type="checkbox"/> Яаралтай/ Expedited processing (within 8 working hours)							
11. <u>Шийдвэр гаргасан албан тушаалтан / Visa officer:</u> Нэр/Name Гарын үсэг/Signature 12. <u>Шийдвэр гаргасан огноо /Date of visa decision</u>							

20. Хамт яваа 18 хүртэлх насны хүүхэд/ Children under 18 years travelling with you Паспорт тус бүрт визийн мэдүүлэг бөглөх шаардлагатай./ Every passport holder must submit a separate application/					
	Иргэний харьяалал/ Current nationality(s)	Овог/ Surname (as in passport)	Өөрийн нэр/ Given and Middle names (as in passport)	Төрсөн он сар өдөр /Date of birth	Тантай ямар хамааралтай болх /Relationship to the applicant
1.					
2.					
3.					

21. Та дараах асуултанд хариулна уу.
/Please answer the following questions./

A. Танд урьд нь Монгол Улсын виз олгохоос татгалзаж байсан эсэх?
Have you ever been denied a Mongolian visa?

Yes Хаана/Where Он,сар,өдөр/Date
 No

B. Та өөр нэрээр Монгол Улсын виз мэдүүлж байсан эсэх?
Have you ever applied for a Mongolian visa with a different name?

Yes Хаана/Where Яагаад/Why Он,сар,өдөр/Date
 No

22. Энэхүү мэдүүлгийг виз мэдүүлэгчийн өмнөөс бөглөж байгаа бол тухайн иргэн энэ хэсгийг бөглөнө үү.
/Please complete this section if you are filling this form on behalf of the applicant/

A. Энэхүү мэдүүлгийг бөглөсөн хүний овог нэр
/Name of person completing the form/.....

B. Виз мэдүүлэгчтэй ямар хамааралтай.....
/Relationship to the applicant/

C. Хаяг, утасны дугаар.....
/Address and phone number/

D. Гарын үсэг.....
/Signature/

БАТАЛГАА/DECLARATION

I agree to that my personal data on this application form are given to appropriate authorities of Mongolia for visa related matters.

I declare that, to the best of my knowledge, the given details above are correct and complete. I am aware that any false statements will lead to my application being denied or to the cancellation of a visa already granted and may also render me liable to prosecution under the relevant laws and regulations of Mongolia.

I am obligated to leave the territory of Mongolia no later than the expiration date of the visa, if granted.

I do acknowledge that the possession of a visa is only prerequisite for entry into the territory of Mongolia.

I am aware that the visa fee is not refunded if the visa is refused.

I must get registered with the Mongolia Immigration Agency **within 7 days** of my arrival in Mongolia and obtain/extend appropriate type of visa, **if my duration of stay is longer than 30 days.**

Миний бие дээр мэдүүлсэн мэдээллийг үнэн, зөв болохыг баталж байна. Буруу, ташаа мэдээлэл өгсөн нь Монгол Улсад нэвтрүүлэхээс татгалзах болон виз олгохгүй байх үндэслэл болно гэдгийг ойлгож байна.

I hereby declare that the statement given above is true and correct. I understand that any false or misleading statement may result in the refusal of visa or denial of entry into Mongolia.

Виз мэдүүлэгчийн гарын үсэг Он сар өдөр.....

/Applicant's signature/ Date (year-month-day)

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



EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DO NOT ATTENTION THIS LETTER TO VIP SERVICES!

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.