

INSTRUCTIONS FOR APPLICATIONS

Once you have downloaded the PDF form, save it on your computer. Fill out the PDF form on your computer, save the file, print it out and send it with your paperwork, or email or fax it to us.

If filling out the form on your pc is any problem, you can print it out and complete the form by hand.

Send completed application to:

Travel and Visa
285 Centennial Olympic Park Drive NW Unit 1207
Atlanta, GA 30313

Please choose return shipping method: Return Shipping (Per Person)

Return shipping method:

- FedEx 2nd day delivery \$24
- FedEx Standard Overnight \$28
- FedEx Priority Overnight \$33
- FedEx Saturday delivery \$46
- FedEx First Overnight \$67
- Prepaid self-addressed mailer (please no USPS, we can only accept FedEx or UPS prepaid labels), \$7

Along with completed application, please send the following:

- Your Passport, (must be signed, have at least 2 blank designated visa pages, and valid for at least 6 months after the date your visa will expire)
- 1 passport size picture,
- a copy of flight itinerary and proof of hotel booking or a copy of a private invitation with the host's ID or passport scan.
- Payment (include your check or money order). If paying with a credit card please fill out the credit card payment authorization form below.

any additional paperwork listed in the requirements for visa of your choice

Total cost = Visa Fee + Shipping Fee

Please keep in mind that processing time is calculated from the next business day following the receipt of your documents. All Visa Processing is in business days, the shipping doesn't count towards your Visa Processing time. Please plan accordingly.

If you have any questions, comments, concerns, please contact us:

Phone: 404-452-7288

Fax: 404-551-5279

E-mail: info@travelandvisa.com



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Atlanta, GA 30313

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CREDIT CARDHOLDER'S AUTHORIZATION FORM

In lieu of my credit card imprint I (name of card holder shown on credit card)

I, _____

hereby authorize Travel and Visa & its agents to charge my:

AMEX VISA MASTERCARD DISCOVER

Card #: _____ Exp. (mm/yy) _____ in the amount of \$ _____

Traveler 1: _____ date of birth (mm/dd/yy) _____

For the following Services (PLEASE SPECIFY):

My billing address: _____

City: _____ State: _____ Zip: _____

My mailing address (if differs from billing): _____

City: _____ State: _____ Zip: _____

Phone: _____ FAX: _____

E-Mail: _____

By signing below, I acknowledge charges described herein. Payment in full to be made when billed or in extended payments in accordance with standard policy of card issuer.

Change and/or Cancellation Policy: Visa & Visa Support fees are non-refundable. In case mistake is made on our part in dates/names, please notify us within 12 hours after receipt of your visa for necessary corrections to be made. If your trip has been postponed or dates are changed, some consulates permit visa correction for a fee.

Please contact us for details.

_____ Date: _____

(Signature of cardholder)

Visa Approval/Reference Number (if any):



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

Tel: (202) 861-0737 & (202) 861-2293
Fax: (202) 861-0917
<http://www.vietnamembassy.us>

VISA
APPLICATION

(FOR NON-VIETNAMESE
PASSPORT HOLDERS)

01 Photo
(2 inches x 2 inches)
Glued photo here
01 additional photo
stapled to this form for a
loose -leaf visa request

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)

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* Email :.....

* Telephone :.....

9. Purpose of visit to Vietnam:

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

Date:.....

Signature of Applicant

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

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.....

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 (with an approval only)

- Up to one year (with an approval only)

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

Original Passport (for a **visa sticker request**); or Passport copy (front photo page, for a **loose-leaf visa request**)

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