G3 Visas & Passports

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Australia
Visa Instructions
Non-ETA Eligible

Required Documentation

All of documents listed below are required in order to process your request for a visa.

- Original passport with at least 6 months until the expiration date and one unused visa page.
- **Non-U.S. citizens** must include a copy of their Alien Registration Card or U.S. Visa & original I-94.
- One completed and signed visa application form.
- One completed and signed "Appointment of Authorized Recipient" form specifying G3 Visas as your agent.
- One completed and signed "Additional Information" form.
- One original passport photo that was taken within the last 6 months. Passport photos must have a light colored background, be 2" by 2" in size and must be on **photo** paper.
- **Business visa applicants** will need to submit a letter from their company explaining the purpose of their trip **AND** a letter of invitation from a host company in Australia.
- **Tourist visa applicants** will need to submit a letter explaining the reason for their visit, the duration of their stay, **AND** a letter from their employer stating that they will be returning to work.
- Copy of flight itinerary.
- Please send this page and the attached "Traveler Information" form with all fields completed.

Applicable Fees

Embassy Fees for Visa Processing

Type of Visa	8 Business Days	10 Business Days	15 Business Days
Tourist	$130.00	$100.00	$75.00
Business	$130.00	$100.00	$75.00

G3 Processing Fees

Type of Visa	8 Business Days	10 Business Days	15 Business Days
Tourist	$80.00	$75.00	$55.00
Business	$100.00	$80.00	$60.00

Shipping Fees for Delivery of Visa via Federal Express

3 Business Days	Overnight Delivery	8 AM Delivery**	Saturday Delivery**	Same Day Delivery**
$15.50	$23.50	$75.00	$38.50	Please Call

Note: International delivery is available.

**If available in your area.

G3 Visas acts on the behalf of the client, and takes no responsibility for the services rendered by Travel Agents, Consulates, or Embassies in connection with granting visas. G3 Visas takes no responsibility for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.

Revised 1/26/2009

Traveler Information

Note: All fields are required for each individual that will be needing a visa

1. Name: _____

   Date of Birth: _____

2. Name: _____

   Date of Birth: _____

3. Name: _____

   Date of Birth: _____

4. Name: _____

   Date of Birth: _____

Travel Information

Departure Date: _____ Date Needed By: _____

Shipping & Contact Information

Note: This is the address we will ship your Visa to. This must be a physical address - NO PO BOXES

Attention to: _____

Company (If applicable): _____

Street Address: _____

Apt/Suite Number: _____

City: _____

State: _____

Postal Zip Code: _____

Home Phone: _____ Office Phone: _____

Cell Phone: _____ Fax Number: _____

Email Address (Tracking # will be emailed): _____

Payment Information

Select Payment Type:

- ☐ Check
- ☐ Established Acct
- ☐ Credit Card

	Amt from pricing		Total # of Travelers		Total Per Item
Embassy Fee:	_____	X	_____	=	_____
G3 Visa Processing Fee:	_____	X	_____	=	_____
Shipping Fee:	_____	X	_____	=	_____

Subtotal: _____

Additional 5% fee for Credit Card Payment: _____

Total Payment Enclosed: _____

For Payment via Credit Card:

Cardholder Name (exactly as it appears on the actual card): _____

Account Number: _____

Expiration Date (mm/yy): _____

Security Code (last 3 digits on the right from the back of the card): _____

Billing Zip Code: _____

Cardholder Signature: _____

Sample Business Letter

******Please print your business letter on company stationary*******

February 1, 2006

Consulate General of (**Country you are traveling to**)
Consular Section

Dear Visa Officer,

Jeremy Simmons, Vice President, International Public Policy, East Coast Promotions, Inc. (**Insert the name of your company**) is planning a business trip to (**Country you are traveling to**) on Monday, April 3 through April 17. During this trip he has scheduled meetings with a company colleague to discuss the sale and distribution of our products.

His agenda is to meet and discuss business with Mr. Hank Hartford at:

Promotions International
716 Conj. 1210
New Delhi, India 04111-00
Tel. 55.11.454.5635

(It is important to indicate which company and individual you are going to visit.)

East Coast Promotions, Inc. will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in **(Country you are traveling to**).

I appreciate your attention to this matter.

Sincerely,

Barry G. Hart
Senior Vice President,
East Coast Promotions, Inc.

Sample Business Invitation Letter

******Please print your business letter on company stationary*******

January 20, 2006

Consulate General of (**Country you are traveling to**)
Consular Section

Dear Visa Officer,

We are cordially inviting Michael Horton, Vice President, International Public Policy, East Coast Promotions (**Insert the name of your company**) to visit (**Country you are traveling to**) on Monday, April 3 through April 17. During this trip he will meet with our company to discuss the sale and distribution of our products.

East Coast Promotions, Inc. will assume all financial responsibility for any debts incurred by Michael Horton while traveling on business in **(Country you are traveling to**).

I appreciate your attention to this matter.

Sincerely,

Christopher Davis
Senior Vice President,
Global and Strategic Policy