

Required Documents Checklist

ALL TRAVELERS must include the following documents in your package to G3:

- Your original valid signed passport. It must have two blank visa pages facing each other and more than six months before expiry.
- Non-US citizens must provide a copy of their Alien Registration Card (A.R.C.) or U.S. Visa and original I-94.
- One completed and signed visa application form (see attached).
- Two passport-style (2"x2") photographs taken within the last 6 month, on photo paper and with a plain white background.
- Copy of flight itinerary

BUSINESS and FLIGHT CREW TRAVELERS must also include:

- A business letter from their U.S. company. This letter must explain the purpose of the trip and provide a financial guarantee. It must be on letterhead and have an original signature of a representative of the company other than the applicant. (Sample attached.)
- A letter of invitation from the company to be visited in Bangladesh, stating the purpose of the trip. Faxed and scanned copies are acceptable. A sample is attached.
- Applicants traveling on behalf of a NGO must also provide an approval letter from the NGO Affairs Office in Dhaka.

NOTES:

Applicants working at an NGO must provide an appointment letter from the NGO concerned. The NGO Affairs Bureau in Dhaka will need to attest this letter. Other work visas require an appointment letter.

For visa requests requiring 2 Business Day processing, G3 must receive all paperwork no later than 8:30 AM. Please send documents via FedEx or UPS with no signature required.

Send all required documents and the completed Visa Order Form to G3 using a service with tracking such as FedEx or UPS.

Applicable Fees

Embassy Fees for Visa Processing

Visa Type	2 Business Days	4 Business Days	10 Business Days
Tourist	\$250.00	\$200.00	\$150.00
Business/NGO	\$250.00	\$200.00	\$150.00
Official	N/A	No Fee	No Fee
Flight Crew	\$250.00	\$200.00	\$150.00

G3 Processing Fees

Visa Type	2 Business Days	4 Business Days	10 Business Days
Tourist	\$95.00	\$70.00	\$60.00
Business/NGO	\$105.00	\$75.00	\$60.00
Official	N/A	\$125.00	\$90.00
Flight Crew	\$105.00	\$80.00	\$60.00



VISAS & PASSPORTS

NEW YORK

Concierge Level Service Requested
An additional service fee of \$75 per visa will apply.

Visa Order Form
BANGLADESH

Traveler Information
1. Traveler Name
Date of Birth
2. Traveler Name
Date of Birth

Travel Details
Date of US Departure:
I must have my passport no later than:
Other visas or passport services requested:

Shipping and Contact Information
This must be a physical address for FedEx delivery; no P.O. Boxes.
Contact Name:
Company Name:
Street Address:
Apt. /Suite:
City:
State: Zip Code:
Home Phone:
Office Phone:
Mobile Phone:
Contact Email (required):
Secondary Email:

Return Shipping
Passports will be returned via Federal Express.
Select One:
3 Business Day Delivery \$16.00
Standard Overnight Delivery \$25.00
8 AM Delivery* \$80.00
Saturday Delivery* \$40.00
Same Day Delivery* Please Call
International Delivery* Please Call
I have included my own airbill (FedEx or UPS only) No Charge
I have included my FedEx or UPS account number: \$5.00
*These services may not be available for all delivery locations.

Concierge Level Service
Check here to select Concierge Level Service
Concierge Level Service (CLS) provides G3's highest level of hands-on, customized service on top of our world class standard service. CLS includes the following benefits:
- Dedicated Concierge Level Staff handling your visa request.
- Document review via email before you send in your request.
- Creation of online visa applications (as applicable).
- Personal telephone calls confirming package receipt in G3's office, visa completion and delivery details.
- Tracking of return delivery and follow-up to ensure satisfaction.
- Creation of FedEx airbills for inbound packages to G3 (shipping fees apply).
- Upgrade of FedEx return delivery from Standard to Priority Overnight.
- Emergency Concierge Services and Lost Passport Support.
- Dedicated Concierge email address (CLS@g3visas.com).
An additional fee of \$75.00 per visa will apply to Concierge Level Service requests. Please see the "Our Standard of Service" page on www.g3visas.com for a description of G3's standard service offering.

Payment Information
Please see the attached visa requirements sheet for applicable fees.
Select Payment Type:
Credit Card
Check (company or certified)
Approved Billing Terms
Billing, P.O., Project or Reference Code #
Total Fees from Visa Requirement Sheet:
Table with columns: Fee, x # of Travelers, Total
Embassy Fee
G3 Processing Fee
Concierge Level Service (Optional)
Shipping Fee
Subtotal:
Add 5% fee for credit card processing:
Total Payment Enclosed:

Send This Form and All Required Documents To:
G3 New York:
212.433.1356 Phone
888.448.4727 Toll Free
646.666.7670 Fax
NYC@g3visas.com
Attn: Visa Department
60 East 42nd Street
Room 2222
New York, NY 10165
www.g3visas.com

For Payment Via Credit Card:
American Express, Discover, MasterCard and Visa only
Name as it appears on card:
Account Number:
Expiration Date:
Billing Zip Code:
Security Code:
Cardholder Signature:

G3 Visas & Passports, Inc. acts on the behalf of the client, and cannot be held liable for the services rendered by U.S. Government agencies, Post Offices, Travel Agents or other entities in connection with visa/passport processing. G3 disclaims any liability for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.

37mm X 37mm photograph
(1 copy)

APPLICATION FOR BANGLADESH VISA

PLEASE FILL IN OR TYPE IN BLOCK LETTERS.

1. Name _____
2. Date of Birth _____ 3. Place of Birth _____ 4. Nationality _____
[e.g. 26-Mar-1971]
5. Passport # _____ 6. Place of Issue _____ 7. Date of Expiry _____
[e.g. 26-Mar-1971]

8. Sex Male Female

9. Marital Status Single Married Widow/Widower Divorced

10. Name of Spouse _____ 10.a. Nationality _____

11. Name of Father _____ 11.a. Nationality _____

12. Name of Mother _____ 12.a. Nationality _____

13 a. Profession _____ 13 b. Name of the Employer _____

14.a. Work address and contact details

Street _____
House/Apt # _____
City _____
State _____
Zip code _____
Phone _____
Fax _____
Email _____

14. b. Home address and contact details

Street _____
House/Apt # _____
City _____
State _____
Zip code _____
Phone _____
Fax _____
Email _____

15. Type of Visa Single Double Multiple Transit

16. Purpose of Visit

Business / Investment Cultural / Scientific Programme Employment in UN/International Organization
 Expert(s)/Worker(s)/Teachers/Representatives of Industrial/Educational/Training Organizations/Sport/Artistic Activities
 Government Contractual Employment Journalist / Media Missionary Works NGO Works
 Official Study / Research Seminar / Conference / Government Delegates
 Tourism(including Tablig/Visiting Relatives)
 Others (Please Specify) _____

APPLICATION FOR BANGLADESH VISA (PAGE 2 OF 2)

17. Contact details in Bangladesh:

17.a. Address of the institution(s) where you can be contacted

Phone

Fax

Email

17.b. Address where you will stay in Bangladesh

Phone

Fax

Email

18. Expected date of arrival in Bangladesh

_____ [e. g. 26-Mar-1971]

19. Port of Entry

20. Intended duration of stay (days)

21. Have you ever been to Bangladesh? Yes No

22. a. If so, indicate the date and length of stay : 22.b. Date (appx) - from

_____ [e. g. 26-Mar-1971]

to

22.c. Length of stay

23. DECLARATION

I declare that I have examined the information on this form. To the best of my knowledge and belief the information on this form are true, correct and complete.

Date

_____ [e. g. 26-Mar-1971]

Signature of the applicant

24. a. Money order # _____

24.b. Issued by _____

24.c. Amount in US \$ _____

FOR OFFICIAL USE ONLY.

Receipt #

Date

_____ [e. g. 26-Mar-1971]

Amount in US\$

Mode of Service

Mail-In

Walk-In

Received by

Processed by

Signature of the issuing authority

Date

_____ [e. g. 26-Mar-1971]

Sample Business Letter from U.S. Company

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

June 1, 2011

Consulate General of Bangladesh, New York
Consular Section
New York, NY

Dear Visa Officer,

Jeremy Simmons (*Insert your name*), Vice President (*Insert your position*), 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, August 3 through August 17 (*Dates of your trip*). During this trip he has scheduled meetings to discuss the sale and distribution of our products.

His agenda is to meet and discuss business with Mr. Hank Hartford (*Insert Name of Contact*) at:

Overseas Company Name
Street Address
City, Country Zip code
Telephone number

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

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

He requests that you issue a (*insert type and duration of visa*) visa. I appreciate your attention to this matter.

Sincerely,

Barry G. Hart (*Please have someone other than the applicant sign this letter.*)
Senior Vice President
East Coast Promotions, Inc.

Sample Business Letter For Flight Crew

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

June 15, 2011

Consulate General of Bangladesh, New York
Consular Section
New York, NY

To Whom It May Concern:

Please be advised that the below listed individuals are applying for **Flight Crew** visas. Financial responsibility for all expenses incurred by these individuals during their stay in (*country*) is the complete and total responsibility of (*name of your flight department*)

Pilots: Primary Captain(s):
Backup(s):

First Officer Primary:
Backup:

Flight Attendant Primary:

Date of Arrival #1: July 13, 2009 Date of Arrival #2 (*if applicable*)

Airport of Arrival: *City*

Aircraft/Flight: N506AB

Date of Departure #1: July 20, 2009 Date of Departure #2 (*if applicable*)

Airport of Departure: *City*

Aircraft/Flight: N506AB

Reason for Travel: Transporting executives

We appreciate all efforts and courtesies you may extend to us in order that they may receive their visas as soon as possible. We thank you for your attention to this matter. If you have any questions, please feel free to give me a call directly at (*contact number*).

Best Regards,

(*Signature here, must be signed by someone other than the applicants*)

Title



Sample Business Invitation Letter from Overseas Company

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

June 1, 2011

Consulate General of Bangladesh, New York
Consular Section
New York, NY

Dear Visa Officer,

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

His agenda is to meet and discuss business with Mr. Hank Hartford (*Insert Name of Contact*) at:

Company Name
Street Address
City, Country Zip code
Telephone number

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

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

We request that you issue a (*insert type and duration of visa*) visa. I appreciate your attention to this matter.

Sincerely,

John P. Smith
Executive Officer
Overseas Company, Inc.