



WASHINGTON, DC

# Visa Requirements BURUNDI

## 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.
- Three completed and signed visa application forms (see attached).
- Three passport-style (2"x2") photographs taken within the last 6 months, on photo paper and with a plain white background.
- Copy of flight itinerary
- International Certificate of Vaccination for Yellow Fever

**BUSINESS 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 signed by a representative of the company other than the applicant. A sample is attached.

**TOURIST TRAVELERS must also include:**

- Copy of hotel reservations, or a letter of invitation from a private host.

**NOTES:**

Visas are valid starting on the date of entry written on the application. Please ensure this date reflects the earliest possible date of entry.

For visa requests requiring 48 Hour 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 Traveler Information form to G3 using a service with tracking such as FedEx or UPS.

## Applicable Fees

### Embassy Fees for Visa Processing

Visa Type	3 Business Days	5 Business Days	10 Business Days
Tourist, valid one month	\$100.00	\$90.00	\$80.00
Business, valid one month	\$100.00	\$90.00	\$80.00
per additional month, add	\$100.00	\$90.00	\$80.00

### G3 Processing Fees

Visa Type	3 Business Days	5 Business Days	10 Business Days
Tourist	\$90.00	\$80.00	\$65.00
Business	\$100.00	\$85.00	\$75.00



Traveler Information

1. Traveler Name \_\_\_\_\_
Date of Birth \_\_\_\_\_
2. Traveler Name \_\_\_\_\_
Date of Birth \_\_\_\_\_
3. Traveler Name \_\_\_\_\_
Date of Birth \_\_\_\_\_
4. Traveler Name \_\_\_\_\_
Date of Birth \_\_\_\_\_

Shipping and Contact Information

This must be a physical address for FedEx delivery; no P.O. Boxes.

Attention: \_\_\_\_\_
Company Name: \_\_\_\_\_
Street Address: \_\_\_\_\_
Apt. /Suite: \_\_\_\_\_
City: \_\_\_\_\_
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
Home Phone: \_\_\_\_\_
Office Phone: \_\_\_\_\_
Mobile Phone: \_\_\_\_\_
Fax Number: \_\_\_\_\_
Contact Email: \_\_\_\_\_

Please provide an email address so we may contact you with shipping and status updates.

Special Notes or Instructions:

[Empty box for special notes or instructions]

Send This Form and All Required Documents To:

G3 Washington, DC:
703.276.8472 Phone
888.883.8472 Toll Free
703.524.3374 Fax
info@g3visas.com

Attn: Visa Department
3300 N Fairfax Drive
Suite 220
Arlington, VA 22201

www.g3visas.com

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 passport processing.

Travel Details

Date of US Departure: \_\_\_\_\_
I must have my passport no later than: \_\_\_\_\_
Other visas or passport services requested:
[Empty box]

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

\*\* These services may not be available for all delivery locations.

Payment Information

Please see the attached visa requirements sheet for applicable embassy and G3 processing fees.

Select Payment Type:

- Credit Card
Check (company or certified)
Established Corporate Account

Billing, Project or Reference Code or Account # \_\_\_\_\_

Total Fees from Visa Requirement Sheet:

Table with columns: Fee, x # of Travelers, Total. Rows: Embassy Fee, G3 Processing Fee, Shipping Fee, Subtotal, Add 5% fee for credit card processing, Total Payment Enclosed.

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: \_\_\_\_\_

**Embassy of the Republic of Burundi**  
**Washington, D.C.**

**VISA APPLICATION FORM**

Name: .....  
Place and Date of Birth: .....  
Marital Status: .....  
Nationality at Birth: ..... Actual Nationality.....  
Occupation: .....  
Current Mailing Address: .....  
Father's Name: .....  
Mother's Name: .....  
Passport Number or other travel document designation: .....  
Issued by: ..... Valid until: .....  
Place of stay in Burundi: .....  
Reason for traveling to Burundi: .....  
Length of stay in Burundi: ..... Date of entry in Burundi: .....  
Number of entries considered by the applicant: .....  
Reference in Burundi: .....  
Contact phone number: .....  
Signature of applicant: .....

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Reserved to the authority granting the visa

Visa Fee: ..... Number of Visa: ..... Issuance Date.....

For the Ambassador

First Counselor

# Sample Business Letter from U.S. Company

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

June 1, 2009

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

Consular Section

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.