

Required Documents Checklist

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

- Your original valid signed passport. It must have at least one blank visa page and more than six months before expiry.
- One completed and signed visa application form (see attached).
- Two passport-style (2"x2") photographs taken within the last 6 months, 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 signed by a representative of the company other than the applicant. A sample is attached.

OFFICIAL VISA APPLICANTS must also include:

- A letter from the U.S. Department of State stating the nature and duration of the visit.
- Your Official U.S. Passport (brown cover) must be submitted, not your personal (blue cover) passport.

NON-US CITIZENS must also include:

- Copy of your Alien Registration Card (A.R.C.) or U.S. Visa and original I-94.
- A letter of invitation from the sponsor or host in Egypt (company to be visited, hotel, tourist company or private host).

NOTES:

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	6 Business Days	8 Business Days	10 Business Days
Single Entry	\$30.00	\$30.00	\$15.00
Multiple Entry	N/A	\$60.00	\$30.00

G3 Processing Fees

Visa Type	6 Business Days	8 Business Days	10 Business Days
Tourist	\$100.00	\$80.00	\$60.00
Business	\$105.00	\$85.00	\$60.00
Flight Crew	\$105.00	\$85.00	\$60.00



VISAS & PASSPORTS

NEW YORK

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

Visa Order Form
E; MDH

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.

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 4th Floor, Suite 457 New York, NY 10165

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 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.

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. Rows include Embassy Fee, G3 Processing Fee, Concierge Level Service (Optional), 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: (Discover, MasterCard or Visa: 3 digit code on back of card; American Express: 4 digit code on front of card.)

Cardholder Signature:



Consulate of
THE ARAB REPUBLIC OF EGYPT
 1110 Second Avenue Suite 201
 New York, NY 10022

**TWO PHOTOS
 (SIZE: 2X2)**

VISA APPLICATION

FIRST	M.I.	FAMILY NAME	PASSPORT NO.	PLACE OF ISSUE
DATE OF BIRTH (MO/DA/YR)		PLACE OF BIRTH	DATE OF ISSUE(MO/DA/YR)	EXPIRATION DATE (MO/DAY/YR)
PRESENT NATIONALITY		ORIGINAL NATIONALITY	PURPOSE OF YOUR TRIP	
PROFESSION	MARITAL STATUS		DATE OF DEPARTURE FROM USA	
COMPLETE HOME ADDRESS AND TELEPHONE NO.			EXPECTED PORT OF ENTRY AND DATE OF ARRIVAL IN EGYPT	
			HOW LONG WILL YOU STAY IN EGYPT?	
BUSINESS ADDRESS AND TELEPHONE NO. IN USA OR REFERENCE IN USA			HOW MANY TIMES ARE YOU PLANNING TO ENTER EGYPT?	
NAME, ADDRESS OF REFERENCE IN EGYPT (RELATIVE / FRIEND/BUSINESS)			HAVE YOU EVER BEEN TO EGYPT? IF SO, WHEN?	

OFFICE HOURS: Monday to Thursday 9:00AM to 2:00PM; Friday 9:00AM to 1:15PM and 2:15PM to 3:15PM

REQUIREMENTS (Incomplete requirements will delay the visa process):

1. Duly filled and signed Visa Application Form
2. Two (2) passport size photos (size 2x2), with WHITE background. Person must be facing directly at the camera showing both ears.
3. PASSPORT (valid for 6 months from date of entry to Egypt)
4. FEE: \$ 15 per passport for US Citizen in **CASH, US Postal Money Order or cashier's check payable to Egyptian Consulate**. Other checks or credit cards are not accepted. For other nationalities, please contact the Consulate for fees and other requirements.
5. For Non-American, photocopy of greencard.
6. For Business Visa: a letter from the company stating purpose of the trip and financial guarantee of the company.

APPLICANTS BY MAIL:

Send the above requirements (we need the **original passport**) with a self-addressed, prepaid envelope for the return of passport/s. If sending via USPS- e.g. Express Mail, Priority Mail with confirmation, please send proper postage. Do not send metered stamps. Couriers e.g. Airborne, DHL, Fedex with company accounts are acceptable. **WE DO NOT ACCEPT CREDIT CARD ACCOUNT NUMBERS.**

The Consulate is not responsible for the return of any document/s or passport/s by mail or any loss, delay or damage that may occur in the mailing of document/s or passport/s.

IMPORTANT NOTICE:

- **CUSTOMS DECLARATION:** There is no limit on the amount of currency which the visitors may bring to Egypt, however, they must declare the currency and amount on Form D upon arrival and departure with bank receipts. If you are carrying **Egyptian Currency**, it should not exceed 5,000 L.E.
- **HEALTH CERTIFICATE:** Required only if traveler is coming from an infected area.
- **VALIDITY:** Tourist visas are valid for 6 months from date of issue. Business visas are valid for 6 months from date of issue.
- **WORK:** Holders of tourist visas are not allowed to work in Egypt.
- **PROCESSING TIME:** 3 – 5 business days. By mail is 5-10 working days, excluding mailing time.
- Incomplete requirements will delay the visa process.

FOR CONSULAR MATTERS PLEASE CONTACT THE EGYPTIAN CONSULATE IN THE U. S. NEAREST YOU.

Egyptian Consulate -Chicago

500 N. Michigan Ave., 19th Floor, Ste 1900
 Chicago, IL 60611 Tel. No. (312) 828-9162
 Illinois-Indiana-Iowa-Michigan-Kentucky
 Minnesota-Nebraska-N & S Dakota- Wisconsin

Egyptian Consulate - Houston

1990 Post Oak Blvd. Suite 2180
 Houston, TX 77056 Tel.No. (713) 961-4915
 Alabama-Arkansas-Colorado-Kansas-Louisiana
 Mississippi-Missouri-New Mexico-Oklahoma

Egyptian Consulate - New York

1110 Second Avenue Ste.201 (bet. 58 & 59 Sts.)
 New York, NY 10022 Tel. No. (212) 759-7120
 Connecticut-Maine-Massachusetts-New Hampshire
 New Jersey-Ohio-Pennsylvania-Puerto Rico-Rhode Island
 Vermont-New York

Egyptian Consulate - Washington

3521 International Court, NW
 Washington, DC 20008 Tel. No. (202)966-6342
 Delaware-Florida-Georgia-Maryland-
 N & S Carolina- Virginia-Washington DC-W Virginia

Egyptian Consulate - Los Angeles

4929 Wilshire Blvd.
 Los Angeles, CA 90036 Tel. No. (323) 933-9700
 Alaska, Arizona-California-Idaho-Hawaii
 Montana-Nevada-Oregon-Washington-Wyoming-Utah

I CERTIFY THAT ALL THE STATEMENTS ARE TRUTHFUL AND THAT I AM FULLY AWARE OF ALL REGULATIONS NOTED ABOVE:

Signature: _____

Date: _____

I CERTIFY THAT I RECEIVED MY PASSPORT IN GOOD FORM SIGNATURE: _____

DATE: _____

Sample Business Letter from U.S. Company

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

June 1, 2011

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.

Sample Business Letter For Flight Crew

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

June 15, 2011

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

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