



WASHINGTON, DC

Visa Requirements MONGOLIA

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 passport-style (2"x2") photograph taken within the last 6 months, on photo paper and with a plain white background.
- Copy of flight itinerary.

TOURIST TRAVELERS must also include:

- One completed and signed tourist visa application form (see attached on page 3).

BUSINESS and FLIGHT CREW TRAVELERS must also include:

- One completed and signed business visa application form (see attached on pages 4-5).
- 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.

NOTES:

U.S. Citizens do not require visas to Mongolia for stays of less than 90 days. Citizens of Canada and the United Kingdom do require visas to Mongolia and are subject to embassy fees \$25 higher than those listed below.

For visa requests requiring 24 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	24 Hours	3 Business Days	6 Business Days
Single Entry or Transit	\$75.00	\$60.00	\$30.00
Double Entry	\$115.00	\$90.00	\$60.00
Multiple Entry, Valid 6 Months	\$120.00	\$95.00	\$65.00
Multiple Entry, Valid 1 Year	\$160.00	\$135.00	\$105.00

G3 Processing Fees

Visa Type	24 Hours	3 Business Days	6 Business Days
Tourist or Transit	\$100.00	\$70.00	\$65.00
Business	\$110.00	\$80.00	\$75.00
Flight Crew	\$110.00	\$80.00	\$75.00



VISAS & PASSPORTS

Concierge Level Service Requested
An additional service fee of \$50 per visa will apply.

Visa Order Form

ACB; C@5

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:
Please provide an email address so we may send you shipping and status updates.

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.

Concierge Level Service

Check here to select Concierge Level Service

G3's exclusive Concierge Level Service includes:

- 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 call confirming package receipt in G3's office.
Personal telephone calls confirming 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 and emergency page number.

An additional fee of \$50.00 per visa will apply to Concierge Level Service requests. Please see the "About G3 Visas" page on www.g3visas.com for a description of G3's standard service offering.

Send This Form and All Required Documents To:

G3 Washington, DC: Attn: Visa Department
703.276.8472 Phone 3300 N Fairfax Drive
888.883.8472 Toll Free Suite 220
703.524.3374 Fax Arlington, VA 22201
info@g3visas.com

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 embassy and G3 processing 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:

Serials: **VISA APPLICATION FOR TOURISTS** (Please complete the form in block letters or type.)

A. Personal data	1. Surname		<p>Recent Passport Photograph</p> <hr/> <p>Please, do not staple!</p> <hr/> <p>FOR OFFICIAL USE ONLY Консулын ажилтан бөглөнө ДТГ-ын код <input type="checkbox"/><input type="checkbox"/></p> <p>А.Виз олгосон үндэслэл ГХЯ-ны зөвшөөрөл Дугаар : _____ Огноо : _____ ГИХАЭА-ны зөвшөөрөл Дугаар : _____ Огноо : _____ Бусад үндэслэл:</p> <p><input type="radio"/> Яаралтай <input type="radio"/> Энгийн</p> <p>Б. Шийдвэр Визийн ангилал Ж Ялгаа <input type="checkbox"/> орох/гарах Байх хугацаа <input type="checkbox"/> хоног</p> <hr/> <p>гарын үсэг</p>	
	2. Given names			
	3. Other names (Name assumed/ previous/ maiden etc)			
	4. Date of birth	5. Country of birth		
	6. Nationality	7. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		
	8. Address Street			9. Phone/Fax
	City			10. E-mail
	Country			
	11. Employer/University's address			
	12. Phone/Fax			
Children (Complete this section if children included on your passport and traveling with you)				
13. Names	14. Date & place of birth	15. Nationalities		
16. Type of passport: <input type="checkbox"/> Diplomatic <input type="checkbox"/> Official <input type="checkbox"/> Ordinary		17. Number		
18. Date of Issue	19. Validity	20. Place of issue		
B. Travel & visa	21. Address & Phone of the travel agent			
	22. Means of support (during your stay) <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Other			
	23. Tourist visa requested for <input type="checkbox"/> <input type="checkbox"/> days			
	24. I declare that to the best of my knowledge the above particulars are correct and complete. I undertake to leave the territory of Mongolia upon the expiring date of the visa, if granted. I realize that possession of a visa is only on or the prerequisites for entry into the territory of Mongolia. If entry is refused I will have no claim to compensation.			
	25. I would get registered within a week after my arrival in Mongolia at the Foreign Citizens and Naturalization Office and get deregistered before the departure at same office, if my stay lengths over thirty days.			
C. Control sector	<u>Энэ хэсэгт визийн хүүдасны тасалбарыг наана</u>			
	<u>Тусгай тэмдэглэл</u>			

Place _____

Date _____

Applicant's signature _____

(In case of minors, signature of parents or guardian)

Name of Mongolian Mission abroad
Address of Mongolian Mission abroad

Serials: **VISA APPLICATION**

(Please complete the form in block letters or type.)

A. Personal data & Employment	1. Surname			Recent Passport Photograph Please, do not staple! <hr/> FOR OFFICIAL USE ONLY Консулын ажилтан бөглөнө ДТГ-ын код <input type="checkbox"/> <input type="checkbox"/> А.Виз олгосон үндэслэл ГХЯ-ны зөвшөөрөл Дугаар : Огноо : ГИХАЭА-ны зөвшөөрөл Дугаар : Огноо : Бусад үндэслэл:
	2. Given names			
	3. Other names (Name assumed/ previous/ maiden etc)			
	4. Date of birth	5. Country of birth		
	6. Nationality		7. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
	8. Address Street City Country	9. Phone/Fax 10. E-mail		
	11. Your father's full name			
	12. Your mother's full name			
	13. Profession & Occupation		14. Employer/University	
	15. Employer/University's address			
16. Phone/Fax				
B. Family record	17. Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed			
	18. Spouse's name		19. Spouse's Nationality	
	Children (Complete this section if children included on your passport and traveling with you)			
	20. Names	21. Date & place of birth	22. Nationalities	
C. Passport	23. Type <input type="checkbox"/> Diplomatic <input type="checkbox"/> Official <input type="checkbox"/> Ordinary	24. Number	25. Issuing authority	
	26. Date of Issue	27. Validity	28. Place of issue	
	29. Dependents included on your passport (if different from above)			
D. Purpose of traveling	30. Purpose of stay (explain details)			
	31. Do you have work permit or acceptance for study in Mongolia?			
	32. Reference in Mongolia Name Address Phone		33. Address & Phone (during your stay)	
	34. Means of support (during your stay) <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Other		35. Proposed duration of stay	
	36. Entry permit for the final country of destination (for transit passengers only)			
	37. Arrival date	38. Departure date	39. Means of transport	
E. Visa	40. Visa requested: <input type="checkbox"/> Entry <input type="checkbox"/> Transit <input type="checkbox"/> Double Transit <input type="checkbox"/> Entry & Exit <input type="checkbox"/> Double Entry & Exit <input type="checkbox"/> Multiple Entry & Exit			

Ялгаа

- орох
 транзит
 хоёр удаа транзит
 орох/гарах
 хоёр удаа орох/гарах
 олон удаа орох/гарах
 6 сар / 1 жил (доогуур зур)

гарын үсэг

F. Background info	41. Have you visited Mongolia before? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please give dates and lengths of each stay
	42. Have you ever been refused a visa or entry? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain the reasons.
	43. Have you ever been deported or otherwise required to leave Mongolia? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please give the details
	44. Have you ever been deported from another country? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please give details.
	45. Have you ever had any infectious disease? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please give details.
	46. Have you done HIV test during the last six months? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please give the results.
	47. Emergency contact in applicant's country	Name Address Phone / Fax
G. Commitments	<p>✓ I agree to my personal data on this application form being communicated to the appropriate authorities of Mongolia if necessary for the issue of visa</p> <p>✓ I declare that to the best of my knowledge the above particulars are correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under the law of Mongolia.</p> <p>✓ I undertake to leave the territory of Mongolia upon the expiring date of the visa, if granted.</p> <p>✓ I realize that possession of a visa is only on or the prerequisites for entry into the territory of Mongolia. If entry is refused I will have no claim to compensation.</p> <p>✓ I would get registered within a week after my arrival in Mongolia at the Foreign Citizens and Naturalization Office and get deregistered before the departure at same office, if my stay lengths over thirty days.</p>	
H. Applicants statement		
J. Control sector	<p><u>Энэ хэсэгт визийн хуудасны тасалбарыг наана</u> <u>Тусгай тэмдэглэл</u></p>	

Place _____

Date _____

Applicant's signature _____

(In case of minors, signature of parents or guardian)

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