



NEW YORK

Visa Requirements NEPAL

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.
- 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).
- 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

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 letterhead and signed by a representative of the company other than the applicant. A sample is attached.

NOTES:

Visas for U.S. Citizens are valid for multiple entries for six months from the date of issue, for a specified length of stay for each 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. 24 Hour processing may be available for urgent requests, contact G3 for details.

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	48 Hours	4 Business Days	10 Business Days
Multiple Entry, 15 Day Stay	\$45.00	\$25.00	\$25.00
Multiple Entry, 30 Day Stay	\$60.00	\$40.00	\$40.00
Multiple Entry, 90 Day Stay	\$120.00	\$100.00	\$100.00

G3 Processing Fees

Visa Type	48 Hours	4 Business Days	10 Business Days
Tourist	\$115.00	\$80.00	\$60.00
Business	\$135.00	\$90.00	\$60.00
Flight Crew	\$135.00	\$90.00	\$60.00



VISAS & PASSPORTS

NEW YORK

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

Visa Order Form
NEPAL

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

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:

VISA APPLICATION FORM, NEPAL
(For Tourist, Official and Diplomatic Visa)

Embassy of Nepal
2131 Leroy Place, N. W.
Washington, D. C. 20008

Permanent Mission of Nepal
820 Second Avenues, Suite 17 B,
New York, NY 10017

Affix your passport
size photograph here

*Photo should not be
more than six months
older*

Please check the followings if applying for tourist visa for the first time
in the current year:

- \$25.00 for 15 days multiple entry;
- \$40.00 for 30 days multiple entry \$100.00 for 90 days multiple-entries

***All Visas can be obtained either the entry point or the Nepalese Embassy abroad.
No fee is charged for Official and Diplomatic visa.***

H. E. Ambassador/Consul General/Consul,

I wish to travel to Nepal and therefore, request for Diplomatic Official Tourist Visa.

1. Full name:
2. Nationality:
3. Place and date of birth:
4. Permanent address:
5. Phone no.:
6. Temporary address in Nepal:
7. Occupation:
8. Passport no.:
9. Date and place of issue:
10. Date of expiry:
11. Purpose of visit & expected date of arrival in Nepal:
12. Duration of stay: Days Weeks Months
13. Number of previous visits:
14. Year, month and duration of last visit:

.....
Signature of the applicant

.....
Date:

For official use only

1. Type of visa:
2. Fees/reason for waiver, if gratis:
3. Visa entry number:
4. Date of issue:
5. Date of expiry
6. Visa Sticker no.:

.....
Issuing Officer

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