

## 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 I-94.
- 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.
- Originals or copies of airline tickets showing entry and departure from Singapore. Flight itineraries alone are not sufficient.
- Confirmation of hotel reservations.

**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.
- An invitation letter from the company to be visited in Singapore (faxes and scans are acceptable).

**TOURIST TRAVELERS must also include:**

- Form V39A, completed and signed by a local host in Singapore (hotel, tourist company or private individual). Please email [info@g3visas.com](mailto:info@g3visas.com) if you would like to have a copy of Form 39-A emailed to you or your host.

### NOTES:

U.S. Citizens do not require visas to Singapore for visits of less than 30 days.

Citizens of the following countries will need to email [info@g3visas.com](mailto:info@g3visas.com) to obtain the appropriate visa application: Armenia, Azerbaijan, Belarus, China (PRC, including Hong Kong and Macau), Georgia, India, Kazakhstan, Kyrgyzstan, Moldova, Nigeria, Russia, Tajikistan, Turkmenistan, Ukraine, Uzbekistan.

Send all required documents along with 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	5 Business Days	7 Business Days	10 Business Days
Single Entry	\$46.00	\$23.00	\$23.00

### G3 Processing Fees

Visa Type	5 Business Days	7 Business Days	10 Business Days
Tourist	\$90.00	\$70.00	\$60.00
Business	\$100.00	\$80.00	\$60.00



VISAS & PASSPORTS

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

Visa Order Form

G-B; 5DC RE

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:

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:

FORM 14A

IMMIGRATION ACT [CHAPTER 133, SECTION – 55(1)]

Affix a recent  
Passport-size  
photograph  
here

Notes:

\* Tick (✓) where appropriate

APPLICATION FOR AN ENTRY VISA

PART I – PARTICULARS OF APPLICANT

Name:

Name as in Travel Document

Alias

Date of Birth: --  
*D D M M Y Y Y Y* Sex:\*  Male  Female

Marital Status:\*  Single  Married  Separated  Divorced  Widowed

Country of Birth:

State/Province of Birth:

Race: (e.g. Malay, Indian, Chinese, Caucasian, etc)

Nationality:

Type of Travel Document Held:

(e.g. Passport, Certificate of Identity, Document of Identity, etc)

Travel Document No.:

Travel Document Issued Date: --  
*D D M M Y Y Y Y* Expiry Date: --  
*D D M M Y Y Y Y*

Country of Issue:

Place of Issue:

Address in Country of Origin

Country of Origin:

Division/State/Province of Origin:

Prefecture of Origin:

County/District of Origin:

Address : \_\_\_\_\_



**PART IV - DECLARATION BY APPLICANT**

I declare that the particulars and documents furnished in respect of this application are true and correct.

I undertake not to misuse controlled drugs or to take part in any political or other activities during my stay in Singapore which would make me an undesirable or prohibited immigrant under the Immigration Act.

I undertake to comply with the provisions of the Immigration Act and any regulations made thereunder or any statutory modification or re-enactment thereof for the time being in force in Singapore.

I undertake not to involve in any criminal offences in Singapore.

I undertake not to indulge in any activities which are inconsistent with the purpose for which the immigration passes have been issued

I further undertake not to be engaged in any form of employment, business or occupation whilst in Singapore without a valid work pass issued under the Employment of Foreign Manpower Act ( Cap. 91A ).

I am aware that overstaying or working illegally in Singapore is a serious offence and on conviction, the penalties may include mandatory imprisonment and caning.

I understand that if the Controller of Immigration is satisfied that I or any member of my family breaches this undertaking or becomes an undesirable or prohibited immigrant, he will cancel my immigration pass and the passes of the members of my family, and we may be required to leave Singapore within 24 hours of such cancellation.

I understand that this application for and possession of a visa does not guarantee entry into Singapore and permission to entry is entirely discretionary at the point of entry.

I give my consent for your department to obtain and verify information from or with any source as you deem appropriate for the assessment of my application for immigration facilities.

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Signature of Applicant**

# 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 Invitation Letter from Overseas 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,

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.