



WASHINGTON, DC

Visa Requirements SRI LANKA

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 I-94.
- Two completed and signed visa application forms (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.
- A letter of invitation from the organization to be visited in Sri Lanka. Faxed or scanned copies are acceptable; a sample is attached.

NOTES:

US citizens do not require visas to Sri Lanka for tourist visits of 30 days or less. Visas are required for business trips.

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	48 Hours	6 Business Days
Multiple Entry	\$120.00	\$100.00

G3 Processing Fees

Visa Type	48 Hours	6 Business Days
Tourist	\$85.00	\$60.00
Business	\$90.00	\$65.00
Flight Crew	\$90.00	\$65.00



VISAS & PASSPORTS

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

Visa Order Form

GF @5B?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.

Payment Information

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

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:
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 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.

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:

APPLICATION FOR A VISIT VISA

Passport No. Date of Expiry

Date of Issue **Place of Issue**

Details of previous passport hold, if any

1. Name in Full
(Surname first in block letters)

Name of Father

2. Nationality

If nationalized, date and place of nationalization and former nationality

3. (a) Date of Birth

(b) Place of Birth

4. Civil Status (Single, Married, Widower, Widow or Divorcee)

5. If married, where spouse is resident and full Postal Address

.....

6. Applicant's height feet Inches / C. M.

7. Any identification Marks or Peculiarities

8. Applicant's Address

(a) Profession

(b) During staying in Sri Lanka

9. Profession or Occupation

10. Name and Address of employee, if any

.....

11. If in business where business is

12. Whether previously in Sri Lanka? If so, last place of residence and date of leaving

Particulars of Visa or Residence Permit last obtained:-

(a) If, Visa, give date of issue and period of validity:

(b) If Residence Permit, give date of issue, period of validity, permit No and purpose of issue:

13 Whether permission to visit Sri Lanka or to extend stay in Sri Lanka has been refused previously and, if so by whom and when or whether application has been made now or previously to any Sri Lanka visa office abroad? If so, full particulars and position of such application:

14. Object of present visit?

15. Route and mode of travel to Sri Lanka

16. Period for which visit visa is required

17. (a) Name and address of a person in Sri Lanka who can furnish information regarding applicant and security for maintenance and repatriation of the applicant, if so required.

(b) Name and address of a responsible person in applicant's own country who can furnish information regarding applicant:

18. How much money will the applicant have with him or have available for himself on arrival in Sri Lanka?

19. Any other reason to urge in support of application

I hereby declare that to the best of my knowledge and belief the forgoing statements are true, that I shall not engage myself in any employment, paid or unpaid, on arrival in Sri Lanka and that I shall leave Sri Lanka before the date of expiry of the period of my authorized stay in the Island. I also undertake to notify the Controller of Immigration & Emigration, Colombo, immediately any change of my address, while in Sri Lanka occurs.

.....
Signature

Date:

- Note: (1) **An application for a visa must be made at least one month before the date of intended travel.**
- (2) Fee for a visit visa is charged on a reciprocal basis. Holders of diplomatic or official passports will be granted or issued visas free of charge.
- (3) An applicant must submit two copies of his photograph 4.5 x 3.5 c.m. for issue of visa.

TO BE COMPLETED IN DUPLICATE

**APPLICATION FOR VISIT VISA WITH
MULTIPLE ENTRY FACILITY**

1. Name of Applicant:
2. Nationality: _____ Date of Birth: _____
3. Details of travel document:
4. Particulars of visa required:
5. Date of last visit and purpose with details of visa granted:
6. Reasons why a visit visa with multiple entry facility is required:(Please give reasons in brief)

7. Please give details of documents annexed in support of the application.

I.....with permanent residence in.....
do hereby declare that the particulars given above are correct in all respects, and that I have not
made an application for a residence visa earlier.

Date: _____

.....
Signature of applicant

.....
For office use only.

.....
Application Number.
.....

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

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.