



WASHINGTON, DC

Visa Requirements TUNISIA

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.
- 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 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 Tunisia for trips of less than four months.

Visa fees may differ from those listed below, depending on nationality.

The Embassy of Tunisia reserves the right to request visa approval from the home office in Tunisia. This may extend visa processing times by 1-3 weeks. Visa processing time listed below does not include any time required to obtain visa approval.

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	5 Business Days	7 Business Days
Single Entry, valid one week	\$20.00	\$15.00
Single Entry, valid three months	\$52.00	\$42.00

G3 Processing Fees

Visa Type	5 Business Days	7 Business Days
Tourist	\$70.00	\$55.00
Business	\$90.00	\$65.00



VISAS & PASSPORTS

WASHINGTON, DC

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

Visa Order Form
TUNISIA

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.

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
Embassy Fee
G3 Processing Fee
Concierge Level Service (Optional)
Shipping Fee
Subtotal:
Add 5% fee for credit card processing:
Total Payment Enclosed:

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

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:
Cardholder Signature:

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.

السفارة – القنصلية ب
Ambassade – Consulat à
Embassy – Consulate at

طلب تأشيرة
Demande de VISA

مرور – اقامة قصيرة
Court Séjour – Transit
Short Stay – Transit

الصورة
PHOTO

اللقب
Nom
Family Name

الاسم
Prénoms
Given Names

تاريخ و مكان الولادة
Date et lieu de naissance
Date and Place of Birth

الحالة العائلية
Situation de famille
Marital Status

الجنسية الحالية
Nationalité actuelle
Present Nationality

الجنسية الاصلية
Nationalité d'origine
Nationality at Birth

المهنة
Profession
Profession

الاقامة في السنتين الاخيرتين
Résidence au cours des 2 dernières années
Residence during the last 2 years

رقم جواز السفر
N° du Passeport
Passport Number

تاريخ و مكان اصداره
Date et lieu de la délivrance
Date and Place of Issue

تاريخ الدخول الى تونس
Date d'entrée en Tunisie
Date of Entry to Tunisia

مدة الاقامة بها
Durée de séjour
Duration of Stay

أسباب السفر بالتفصيل
Motif détaillé du voyage (1)
Detailed Reason for Travel

وسائل النقل المتوقعة
Mode de locomotion envisagé
Anticipated Mode of Transportation

نقطة الدخول
Point d'entrée
Point of Entry

العنوان بتونس
Adresse en Tunisie
Address in Tunisia

الأشخاص المعروفون بتونس
Personnes connues en Tunisie
Persons Known in Tunisia

عناوينهم
Leurs adresses
Their Addresses

الأشخاص المصحوبون
Personnes devant vous accompagner
Persons Accompanying You

(1) ان كان السفر يتعلق بالاعمال، تذكر اسماء وعناوين الاشخاص المراد الاتصال بها

(1) S'il s'agit d'un voyage d'affaires, citer les noms et adresses des personnes à contacter.

(1) If it is a business trip, give the names and addresses of the persons to be contacted.

(1) و ان كان السفر يتعلق بالمشاركة في مؤتمر او مهرجانات يتحتم ذكر اسم المنظم و المكان و التاريخ و المدة.

(1) S'il s'agit d'un voyage pour participation à un congrès ou manifestations, citer le nom de l'organisateur ; le lieu ; la date, et la durée.

(1) If it is a trip to attend a meeting, give the name of the organization holding it, the place, the date and the duration of the meeting.

(1) و ان كان السفر يتعلق بدراسات جامعية أو بتربصات فنية تذكر أسماء المؤسسات التي ستتولى فيها الدراسات.

(يذكر هل أن المسافر على نفقة منظمة أو شخص قاطن بالبلاد التونسية)

(1) S'il s'agit d'un voyage d'études universitaires ou des stages techniques, citer les noms des établissements à fréquenter; la durée des études (indiquer si vous êtes pris en charge par une organisation ou une personne résidente en Tunisie).

(1) If it is a trip for studies or training, give the names of the institutions to be attended and the duration of the study (Indicate if you are financially supported by a Tunisian organization or person).

Avez-vous déjà séjourné en Tunisie?

هل سبقت لكم الاقامة بالبلاد التونسية ؟

Have you previously stayed in Tunisia?

التزم بان لا أقبل عمل يعرض علي سواء كان بمقابل او بدون مقابل طيلة اقامتي بالبلاد التونسية وأن لا أحاول الاقامة بالتراب التونسي كما التزم بمغادرته عند انتهاء صلاحية التأشيرة التي ستمنح لي.

Je m'engage à n'accepter aucun emploi rétribué ou non rétribué durant mon séjour en Tunisie et à ne pas chercher à m'établir et à quitter le territoire Tunisien à l'expiration de la validité du visa qui me sera accordé.

I pledge not to accept any remunerated or non remunerated job during my stay in Tunisia, not to seek establishment in Tunisia and to the Tunisian territory at the expiration of the validity of the visa which will be granted to me.

أن مجرد امضائي يجعلني مسؤولا وفي صورة التصريح المدلس يجرمني من التحصيل على تأشيرة اخرى في المستقبل وذلك بقطع النظر عن التبعات العدلية التي تعرض لها القانون.

Ma signature engage ma responsabilité et en cas de déclaration me priverait de tout visa à l'avenir sans préjudice des poursuites judiciaires prévues par la loi.

The signature below binds me and in case of false declaration will deprive me from obtaining any visa in the future without prejudice to any further legal action according to law.

Signature,

Signature,

الامضاء

مخصص للسلطة التي ستتلقى المطلب

RESERVE A L'AUTORITÉ QUI RECOIT LA DEMANDE

Space reserved for the authority which receives the application

مراجع الاوراق المصاحبة او المدلى بها والتوصيات المتلقاة

Référence des pièces jointes ou produites et des recommandations reçues

References of the documents enclosed or produced and of the recommendations received

Décision

Decision

القرار المتخذ

..... في the le

Le Consul

The Consul

القنصل



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