

## 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 original 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. It must be on photo paper and have a plain white background.
- Copy of flight itinerary

**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 original letter of invitation from the host company in Ukraine. This letter must be on letterhead and must bear the company's seal, and should be accompanied by a clear copy of the company's Certificate of Registration in Ukraine.
- The official business invitation from Ukraine. G3 can acquire official invitations, see below for details.

**TOURIST TRAVELERS must also include:**

- A hotel confirmation or letter of invitation from a Ukrainian or American tourist/travel agency.
- The official tourist invitation from Ukraine. G3 can acquire official invitations, see below for details.

**NOTES:**

US citizens do not require Ukraine visas for business or tourist trips of 90 days or less. Fees listed below are for Non-US citizens only.

**G3 can acquire official tourist and business invitations on your behalf. Fees and processing times are below; please note that fees and processing times should be added to embassy fees and processing times.**

### Invitation Fees

Visa Type	3 Business Days	5 Business Days	10 Business Days
Tourist, Single or Double Entry	\$75.00	\$60.00	\$50.00
Business, Multiple Entry	\$175.00	\$125.00	\$115.00

For visa requests requiring Mission Critical processing, G3 must receive all paperwork no later than 8:30 AM. Please send documents via FedEx or UPS with no signature required.

Embassy Fees listed below include a \$5 Money Order fee.

Send all required documents and the completed Visa Order Form to G3 using a service with tracking such as FedEx or UPS.

## Applicable Fees

### Embassy Fees for Visa Processing

Visa Type	Mission Critical 5 Business Days	Priority 10 Business Days	Expedited 15 Business Days
Single Entry	\$175.00	\$90.00	\$90.00
Double Entry	\$265.00	\$135.00	\$135.00
Multiple Entry	\$405.00	\$205.00	\$205.00

### G3 Processing Fees

Visa Type	Mission Critical 5 Business Days	Priority 10 Business Days	Expedited 15 Business Days
Tourist or Transit	\$140.00	\$100.00	\$65.00
Business	\$170.00	\$135.00	\$100.00
Flight Crew	\$170.00	\$135.00	\$100.00



VISAS & PASSPORTS

CHICAGO

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

Visa Order Form
UKRAINE

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 \$19.00
Standard Overnight Delivery \$29.00
8 AM Delivery\* \$84.00
Saturday Delivery\* \$44.00
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 Chicago: Attn: Visa Department
312.704.8472 Phone 11 East Adams
800.830.8472 Toll Free Suite 1605
312.704.8150 Fax Chicago, IL 60603
chicago@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 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

(APPLICATION FOR UKRAINE ENTRY CLEARANCE)

Please, complete - print or write in printing letters - the form

cross the boxes where applicable

Submit with this form:

- current passport
- one photograph
- the consular fee receipt

1. SURNAME (as written in your passport)

2. FULL NAME (as written in your passport)

3. OTHER NAMES OR SURNAMES USED IN THE PAST

4. DATE OF BIRTH

day month year

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country

town

5. SEX

female

male

6. NATIONALITY

present

former (if any)

7. SOCIAL SECURITY NUMBER

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8. ADDRESS OF PERMANENT RESIDENCE (country, postal code, town, street, building #, apt # and phone #).

9. PASSPORT DETAILS

type

number

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date of issue

valid until

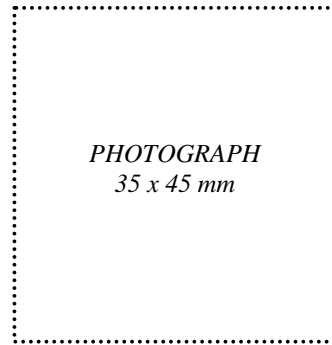
day month year

day month year

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issuing authority



FOR OFFICE USE ONLY

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J

## 10. MARITAL STATUS

single

married

divorced

widowed

yes	<input type="checkbox"/>	no	<input type="checkbox"/>
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yes	<input type="checkbox"/>	no	<input type="checkbox"/>
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yes	<input type="checkbox"/>	no	<input type="checkbox"/>
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yes	<input type="checkbox"/>	no	<input type="checkbox"/>
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## 11. DID YOU SUFFER FROM ANY INFECTIOUS DISEASE DANGEROUS FOR PUBLIC HEALTH?

yes	<input type="checkbox"/>	no	<input type="checkbox"/>
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## 12. HAVE YOU EVER BEEN CHARGED OF ANY CRIMINAL OFFENCES ANYWHERE

yes	<input type="checkbox"/>	no	<input type="checkbox"/>
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## 13. HAVE YOU EVER BEEN LIMITED OR PROHIBITED FROM AN ENTRY TO UKRAINE

yes	<input type="checkbox"/>	no	<input type="checkbox"/>
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“YES”, PLEASE SPECIFY WHERE

## 14. HAVE YOU EVER BEEN DEPORTED OR REMOVED FROM UKRAINE

yes	<input type="checkbox"/>	no	<input type="checkbox"/>
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## 15. PURPOSE OF YOUR JOURNEY

## 16. DURATION OF STAY IN UKRAINE

number of days      month

<input type="text"/>	<input type="text"/>
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## 17. DATE OF PROPOSED ENTRY TO UKRAINE

day                      month                      year

<input type="text"/>	<input type="text"/>	<input type="text"/>
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## 18. POINT OF ENTRY TO UKRAINE

## 19. MEANS OF TRANSPORT FOR ENTRY TO UKRAINE

## 20. NAME AND ADDRESS OF ORGANIZATION WHICH INVITES

NAME AND ADDRESS OF PRIVATE PERSON WHO INVITES

## 21. CITIES IN UKRAINE YOU INTEND TO VISIT

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## 22. ADDRESS OF TEMPORARY RESIDENCE IN UKRAINE

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## 23. IN CASE OF NEED WHO WILL GIVE YOU FINANCIAL SUPPORT

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## 24. CHILDREN UNDER 16 YEARS INCLUDED ON YOUR PASSPORT AND WHO WILL TRAVEL WITH YOU TO UKRAINE

surname	name	place of birth	date of birth			nationality
			day	month	year	

## 25. IF YOU HAVE BEEN TO UKRAINE, INDICATE THE DATE OF LAST VISIT

day	month	year

## 26. VISA REQUESTED FOR:

single entry <input type="checkbox"/>	double entry <input type="checkbox"/>	multiple entry <input type="checkbox"/>
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THIS PART IS TO BE COMPLETED IN CASE OF TRANSIT THROUGH THE TERRITORY OF UKRAINE

27. COUNTRY OF DESTINATION

28. MEANS OF TRANSPORT TO THE POINT OF DEPARTURE FROM UKRAINE

29. DO YOU HAVE AN ENTRY CLEARANCE FOR THE DESTINATION

yes	<input type="checkbox"/>	no	<input type="checkbox"/>
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30. PLACE OF PROPOSED DEPARTURE FROM UKRAINE TO THE DESTINATION

31. DATE OF PROPOSED DEPARTURE FROM UKRAINE

day month year

<input type="text"/>	<input type="text"/>	<input type="text"/>
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32. ADDITIONAL INFORMATION

*I do hereby confirm that I have read and understood everything stated above. I declare that the information given by me in this application to the best of my knowledge is true. I am aware that untruthful data presented by me in this application may serve as a reason to refuse the issue of Ukraine's entry visa and to refuse me to enter Ukraine even in the case the entry visa has been issued.*

*I also know that in the case I am refused to enter Ukraine I am not entitled for any refund of expenses by me.*

PLACE OF SUBMISSION

DATE OF SUBMISSION

day month year

<input type="text"/>	<input type="text"/>	<input type="text"/>
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APPLICANT'S SIGNATURE



# 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.