

POSTAL ADDRESS & CONTACT DETAILS:

VISASMART TS LTD
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VIETNAM BUSINESS VISA APPLICATION PACK

Please supply this form, fully completed (typed or by hand), with all documents in the checklist below. Failure to provide any of the documents will result in a delay to your application. All forms must be printed and signed.

If you are sending multiple applications at the same time and the return address is the same for all applicants, you only need to provide one request form per party.

1. CHECKLIST OF DOCUMENTS YOU MUST SEND

PASSPORT - to include UK residency card for non British nationals. Passport must be valid for 12 months with 2 blank pages facing each other

APPLICATION FORM – attached

UK PASSPORT PHOTO

LETTER OF INVITATION - From the Vietnamese company being visited

APPROVAL LETTER (for teaching or engineering work only) - issued by the immigration Department of Vietnam

FLIGHT & HOTEL BOOKING

COPY OF UK RESIDENCY CARD - for non-British passports or utility bill for EU passport holders

2. SERVICE OPTIONS

30 DAY SINGLE ENTRY VISA FEE £90.00 + OUR SERVICE FEE £80.00

30 DAY MULTIPLE ENTRY VISA FEE £125.00 + OUR SERVICE FEE £80.00

3 MONTH SINGLE ENTRY VISA FEE £125.00 + OUR SERVICE FEE £80.00

3 MONTH MULTIPLE ENTRY VISA FEE £175.00 + OUR SERVICE FEE £80.00

3. RETURN OPTIONS

ROYAL MAIL SPECIAL DELIVERY BY 1PM (£9.50)

DHL EXPRESS (FROM £45.00)

OWN PREPAID, ADDRESSED ENVELOPE - please note that we will not return any passport via 1st class post.

PERSONAL COLLECTION - we will inform you when the passport is available for collection & book an appointment for you.

4. CONTACT DETAILS & RETURN ADDRESS

APPLICANT NAME

NAME OF CONTACT - for your security, we will only correspond with the named party on this form regarding the application

CONTACT PHONE & EMAIL

RETURN ADDRESS

5. DECLARATION

I CONFIRM ACCEPTANCE OF THE TERMS & CONDITIONS AS WELL AS THE PRIVACY POLICY FOR VISASMART TRAVEL SOLUTIONS LTD. I ACKNOWLEDGE THAT NO GUARANTEE CAN BE PROVIDED AND THAT THE DECISION RESTS WITH THE GOVERNING BODY BEING APPLIED.

SIGNATURE

DATE

INFORMATION FOR VIETNAM VISA SERVICE

You can apply for a visa no more than 3 months in advance of arrival.

This visa has a validity of 1-3 months from the date it is issued by the embassy. The dates of stay provided on your visa usually match those requested on your application which cannot exceed 30 days per visit.

The processing time in the embassy is usually 1 week but can take longer.

The approval letter is no longer required for basic business meetings. Should your visit be more extensive than this, please supply the letter. The organisation in Vietnam must arrange this for you.

When your documents have been received, we will check that they are correct before contacting you (via the email address provided) to confirm receipt and provide your invoice. If you prefer to send your cheque or postal order with your documents, you can, however we request that no payment is made before we can check that everything is in order.

Payments can be made by PayPal, Bank Transfer, cheque or postal order. Please note that we do not begin to process your request until your payment has been made. All fees are per person.

When you receive the email to confirm when your documents have been received, it will contain your unique reference number. For all queries during your process, you must quote this reference number or we will not be able to provide information. This is to protect your security. We will only email with additional instruction or to confirm the return details for your passport. You must check your documents on receipt & advise immediately if there are any queries.

You will only receive email updates if there are any delays.

For our terms and conditions, please see our website, www.visasmart.co.uk. By using our services, you are agreeing to those terms.

Return methods carry their own terms and conditions. It is your own responsibility to view them on the respective service sites.



**MINISTRY OF FOREIGN AFFAIRS
SOCIALIST REPUBLIC OF VIET NAM**

VISA APPLICATION FORM

01 passport
photo
affixed here

**(To be submitted at
Embassy of Vietnam)**

1. Family name:

Given Name

2. Date of birth:/...../.....
(DD / MM / YYYY)

3. Gender: Male: Female

4. Place of birth:

5. Nationality:

6. Contact information:

Address (Work/Home):.....

.....

.....

Telephone:

Email:

7. Sponsor information (if any):

Name:

Telephone:

Checklist: Before submitting, make sure you have included:

- 1. Valid passport
- 2. Completed application form with photo
- 3. Visa fee
- 4. Postage fee (if visa returned by post)
- 5. Self-addressed envelope (if applying by post)

8. Passport number:

Date of expiry:/...../.....
(DD / MM / YYYY)

9. Number of entries: Single

Multiple

10. Visa duration:

Up to 30 days

From 30 to 90 days

Others

(.....months)

11. Proposed date of entry:/...../.....
(DD / MM / YYYY)

12. Proposed date of exit:/...../.....
(DD / MM / YYYY)

13. Place of visa submission:

Viet Nam Embassy in the UK

14. Visa issuing authority:

Viet Nam Embassy in the UK

15. Purpose of entry: Tourism

Business

Other

16. Service: Normal service

Express service

The statements made in this application are the best of my knowledge and duly liable by the laws.

Date:/...../.....

Signature: