

## Vietnam Business visa Application



**IMPORTANT: Please enter your contact information**

**Name:**

**Email:**

**Tel:**

**Mobile:**

**The latest date you need your passport returned in time for your travel:**



### Vietnam business visa checklist



**Filled out and signed Vietnam business visa application form.** The form is enclosed.



**Original passport.** Passport must have at least 6 months remaining validity and have at least 1 visa page.



**1 Photographs.** Standard passport photographs 2x2 inches on a white background.



**Payment.** Credit Card Authorization form, Certified Check, or Money Order payable to VisaHQ.com.



**Return mailer.** Prepaid self-addressed return label or payment for FedEx.



If you wish to prepay return shipping, please add the shipping fee to the total and provide the return shipping address:



FedEx 2nd day delivery - add \$15



FedEx Standard Overnight - add \$20



FedEx Priority Overnight - add \$25



FedEx Saturday delivery - add \$45



FedEx First Overnight - add \$65



Prepaid self addressed mailer - \$0



Local pick up in Washington, D.C. - \$0

**Name:**

**Company:**

**Address:**

**City:**

**State:**

**Zip:**



**Business Letter.** A business letter from either the sending company in the US or sponsoring company in Vietnam. The letter should be printed on company letterhead stationery, addressed to the Embassy of Vietnam, and signed by a senior manager (an equivalent to Vice-President or above). Business letters from US companies should adhere to the following guidelines:

- Briefly introduce the applicant (please specify employment status/position held in the company by applicant).
- State the nature of the business to be conducted (ie. business meetings, contract negotiations, etc.) and the names and addresses of companies to be contacted in Vietnam.
- Specify the type and desired validity of the visa (ie. one year multiple entry business visa).
- Guarantee of sufficient funds for travel.

## Vietnam business visa fees for citizens of United States

	Type of visa	Max. validity	Embassy fee	Our fee	Processing time	Total
	Single entry	up to 30 days	\$80.00	\$69.95	3-4 business days	\$149.95
	Multiple entry	up to 30 days	\$130.00	\$69.95	3-4 business days	\$199.95
	Multiple entry	up to 90 days	\$160.00	\$69.95	3-4 business days	\$229.95

## Credit Card Authorization Form

I authorize **VisaHQ.com** to charge my credit card for the amount of \$

Name on the Credit Card:

Credit Card number:

-

-

-

Exp. date:

/

Credit Card Billing Address:

Signature:

Comments:

**Thank you!**  
**We accept all major credit cards.**





CONSULATE OF VIETNAM  
IN NEW YORK

866 United Nations Plaza, Suite 428  
New York, NY 10017  
Tel: 212-644-0594  
Fax: 212-644-5732  
<http://vietnamconsulate-ny.org>

VISA  
APPLICATION

01 Photo  
  
(add 01 more if  
a loose-leaf visa  
requested)

1. Full name (in block letters):

.....

2. Date of birth: ..... (dd).....(mm).....(yyyy)

Name, address of your contact (sponsor, host,  
hotel...) in Viet Nam (if any):

.....  
.....

3. Male:  Female

4. Place of birth: .....

5. Nationality at birth: .....

Nationality at present: .....

6. Passport number: .....

10. Proposed date of entry:

.....(dd).....(mm).....(yyyy)

Date of issue: .....

Date of expiry: .....

Proposed date of exit:

..... (dd).....(mm)..... (yyyy)

7. Occupation: .....

Place of employment: .....

.....

.....

Telephone: .....

11. Requesting a visa good for:

• Number of entries:

- Single visit

- Multiple visits

8. Mailing address: (P.O. Box Not Accepted)

.....

.....

Telephone (Home/Cell): .....

• Duration of stay:

- Up to one month

- One plus - three months

- Three plus - six months

- Six plus - one year

9. Purpose of visit to Viet Nam:

.....

Business: .....

Official: .....

Tourism: .....

Other: .....

I solemnly declare that the statements made in this application are true and correct.

Date:.....

Signature of Applicant .....

**Check list:** Before submitting, make sure you have included:

Original Passport (for a **visa sticker request**); or  Copy of Passport (front photo page, for a **loose-leaf visa request**)

Completed and signed Application with One Photo glued or stapled;

Fee: Money Order, Cashier's Check, Personal Check (for requests by mail); Cash and the aforementioned for requests in person.

Prepaid USPS Express Mail or FedEx Slip (if you want your visa to be returned by mail).