



ALL TRAVELERS must include the following documents in your package to G3:

- Your original valid signed passport, plus one photocopy of the information/photo page. It must have at least two blank pages marked "Visas" side by side and more than six months before expiry.
- One visa application form (attached), completed and signed with a pen-to-paper signature in blue or black ink; make sure the signature matches the signature in the passport.
- One passport-style (2"x2") photograph taken within the last 6 months (must be on photo paper and have a plain white background).
- Copy of flight itinerary showing applicant's name.

BUSINESS and FLIGHT CREW TRAVELERS must also include:

- A letter from their U.S. company explaining the purpose of their trip and providing a financial guarantee. The letter must be on company letterhead and must bear the original pen-to-paper signature of a company representative other than the applicant. Please see the attached sample letter.
- Notice of visa pre-authorization from the Ministry of Immigration and Nationality Affairs in Addis Ababa. Your business contact in Ethiopia must request this for you.

NON-US CITIZENS must also include:

- A copy of their Permanent Resident Card or U.S. Visa and I-94. Travelers who entered the US after April 26, 2013 should print the electronic I-94 form from <https://i94.cbp.dhs.gov/>.

Visa Requirements

There is No Substitute for Experience.

G3's Standard of Service

- All visa and passport requests are processed by knowledgeable, experienced associates.
- All calls are answered by a well-informed associate, not a call center or voice mail system.
- All Personally Identifiable Information is protected with safeguards that exceed State Department standards.
- All requests receive email confirmation acknowledging receipt by a G3 associate.
- All application documents will be thoroughly reviewed prior to submission.
- All requests receive email confirmation of the completion and FedEx tracking information.
- All passports are returned via the FedEx service of your choice.

Need additional assistance? Select Concierge Service.



There is No Substitute for Experience.

Concierge Service \$175.00 *Extra*

G3's Concierge Service includes the following benefits:

Document Review: Email ConciergeDesk@g3visas.com for a rapid response and thorough review of your documents before you send them to one of our Operations Centers.

Application Creation: Our experts will readily create your visa or passport application ensuring it meets the requirements of the consulate or agency, saving you valuable preparation time. Your application will be emailed to you in PDF format to print and sign with a pen-to-paper signature.

Accelerated Processing: G3 will generate a FedEx air bill for you to efficiently send your documents to our office. Your request will be given precedence for immediate processing by our most experienced associates.

Expert Advice: Call our dedicated Concierge Service phone number: 202.600.4257, or email ConciergeDesk@g3visas.com for a quick response from the experts.

Real-Time Status Updates: Your G3 associate will personally contact you to confirm receipt of your documents and provide a timeline of completion. If you require more than one visa or passport service, your associate will advise you at each stage of completion ensuring we meet your travel dates. Upon completion of your request, your associate will contact you to confirm your return delivery information.

Upgraded Delivery Service: Your G3 associate will provide a complimentary return delivery upgrade when your request is complete using Federal Express Priority Overnight service (delivery next business day by 10am), and will track your package and follow up with you to confirm you have received it.

Emergency Support: You will have access to our Emergency Concierge Services and Lost Passport Support if you ever need it.

VISA NOTES

- Visas must be used within 90 days of issue.
- Tourist visas for U.S. Citizens are issued for multiple entries, valid for a period of two years.
- Business and flight crew travelers are required to obtain pre-approval from the Ministry of Immigration and Nationality Affairs in Addis Ababa. Your business contact in Ethiopia should request it from the Ministry on your behalf. If your approval has not been obtained in advance, visa processing times will be delayed.
- Multiple entry business visas are issued at consular discretion; a single entry visa may be substituted.
- Applicants traveling on behalf of an NGO will be issued single entry business visas only. Visas will be valid for 15 days from the date of issue; travelers must enter and depart Ethiopia within this 15 day window.

PROCESSING NOTES

- Send all required documents and the completed Visa Order Form to G3 using a service with tracking such as FedEx or UPS.
- Due to submissions deadlines set by consulates and agencies, documents received by G3 after 8:30 am are hand-carried to the appropriate processing facility the next business day. 8:30 am delivery via FedEx or UPS with no signature required is recommended for requests requiring Mission Critical service. Mission Critical processing may not be available to travelers of some nationalities.
- Requests to expedite visa processing after the application has been submitted to the consulate will result in significant additional charges.
- Consular Fees include a \$5 Money Order fee.
- Credit card payments are subject to a 5% credit card convenience fee unless the physical card is presented in person.
- The issuance of visas, including visa duration and number of entries, is at the discretion of the Consulate. G3 acts on the behalf of the client, and takes no responsibility for the services rendered by Travel Agents, Government Agencies, Consulates or Embassies in connection with issuance of visas and passports. G3 takes no responsibility for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.
- By submitting this form, I agree to G3 Global Services' Terms of Use, Privacy, Cancellation, Payment, and Shipping Policies.

For more information follow this link: www.g3visas.com/Policies.html.



Send to: G3 Global Services
 Attn: Visa Department
 919 18th Street NW, Suite 230
 Washington, DC 20006
 888.883.8472 | WashingtonDC@g3visas.com

WASHINGTON, DC
ETHIOPIA

There is No Substitute for Experience.

Concierge Service \$175.00 *Extra*

Consular Fees for Visa Processing

| Visa Type | Mission Critical 6 Business Days | Priority 8 Business Days | Expedited 10 Business Days |
|---|-----------------------------------|-----------------------------------|-----------------------------------|
| Tourist Visa U.S. Citizens, Multiple Entry | <input type="checkbox"/> \$75.00 | <input type="checkbox"/> \$75.00 | <input type="checkbox"/> \$75.00 |
| Tourist Visa, Non-U.S. Single Entry Valid 1 Month | <input type="checkbox"/> \$45.00 | <input type="checkbox"/> \$45.00 | <input type="checkbox"/> \$45.00 |
| Tourist Visa, Non-U.S. Multiple Entry Valid 3 Months | <input type="checkbox"/> \$75.00 | <input type="checkbox"/> \$75.00 | <input type="checkbox"/> \$75.00 |
| Business Visa Single Entry Valid 1 Month | <input type="checkbox"/> \$35.00 | <input type="checkbox"/> \$35.00 | <input type="checkbox"/> \$35.00 |
| Business Visa Multiple Entry Valid 6 Months | <input type="checkbox"/> \$65.00 | <input type="checkbox"/> \$65.00 | <input type="checkbox"/> \$65.00 |
| Business Visa Multiple Entry Valid 1 Year | <input type="checkbox"/> \$125.00 | <input type="checkbox"/> \$125.00 | <input type="checkbox"/> \$125.00 |
| Business Visa - NGOs Single Entry Valid 15 Days | <input type="checkbox"/> \$65.00 | <input type="checkbox"/> \$65.00 | <input type="checkbox"/> \$65.00 |

G3 Service Fees

| | | | |
|-------------|-----------------------------------|-----------------------------------|----------------------------------|
| Tourist | <input type="checkbox"/> \$140.00 | <input type="checkbox"/> \$100.00 | <input type="checkbox"/> \$70.00 |
| Business | <input type="checkbox"/> \$170.00 | <input type="checkbox"/> \$135.00 | <input type="checkbox"/> \$80.00 |
| Flight Crew | <input type="checkbox"/> \$170.00 | <input type="checkbox"/> \$135.00 | <input type="checkbox"/> \$80.00 |

Return Delivery Fees

| | | | |
|---|-------------|--|-------------|
| <input type="checkbox"/> FedEx Express Saver 3 Business Day Delivery | \$19.00 | <input type="checkbox"/> FedEx First Overnight* Delivery Next Business Day by 8:30AM | \$84.00 |
| <input type="checkbox"/> FedEx Standard Overnight Delivery Next Business Day by 3PM | \$29.00 | <input type="checkbox"/> FedEx Saturday Delivery* Delivery by 3PM | \$44.00 |
| <input type="checkbox"/> Same Day Delivery* Delivery by FedEx or Commercial Airline | Please Call | <input type="checkbox"/> FedEx International Delivery* including Puerto Rico Delivery Times Vary by Location | Please Call |
| <input type="checkbox"/> FedEx or UPS Account Number Provided <input type="text"/> | \$5.00 | <input type="checkbox"/> FedEx or UPS Return Airbill Included <input type="text"/> | No Charge |

**These services may not be available for all delivery locations.*

Send Completed Order Form and All Required Documents To:

G3 Global Services, Attn: Visa Department, 919 18th Street NW, Suite 230, Washington, DC 20006

888.883.8472 Toll Free | WashingtonDC@g3visas.com

www.g3visas.com

Applicable Fees



Send to: G3 Global Services
 Attn: Visa Department
 919 18th Street NW, Suite 230
 Washington, DC 20006
 888.883.8472 | WashingtonDC@g3visas.com

WASHINGTON, DC
ETHIOPIA

VisaOrderForm

Your invoice will be sent to your contact email. Check here if you require a hard copy included with your return delivery.

Payment Information

Payment Via Check #: *Check payable to G3 Global Services*

Payment Via Credit Card:

Visa/MasterCard: - - -

Exp. Date: ___ / ___ Security Code:

OR

American Express: - -

Exp. Date: ___ / ___ Security Code:

Name as it appears on the card:

Billing Address:

City: State Zip:

Signature: _____

Payment Via Approved Billing Terms

G3 Customer Number, Billing, P.O., Project or Reference Code#:

Concierge Service Requested

The personal touch.

ConciergeDesk@g3visas.com

Total Fees from Applicable Fees Page

Please include Applicable Fees page with your request.

| FEE | # Travelers | TOTAL |
|--|---|------------------------|
| Concierge Fee | <input type="text"/> X <input type="text"/> | = <input type="text"/> |
| Consular Fee | <input type="text"/> X <input type="text"/> | = <input type="text"/> |
| G3 Service Fee | <input type="text"/> X <input type="text"/> | = <input type="text"/> |
| Return Delivery Fee | | <input type="text"/> |
| Subtotal | | <input type="text"/> |
| Add 5% for credit card convenience fee | | <input type="text"/> |
| Total Payment Enclosed | | <input type="text"/> |

Traveler Names

| | | | |
|---|----------------------|---|----------------------|
| 1 | <input type="text"/> | 3 | <input type="text"/> |
| 2 | <input type="text"/> | 4 | <input type="text"/> |

Visa Service

Visa Type: Tourist Business
 Flight Crew Other _____

Processing Speed: Mission Critical Priority Expedited

Travel Details

Date of US Departure: I must have my passport no later than:

Other visa or passport services requested:

Notes:

Contact Information *Who should G3 contact about this request?*

Name: Company:

Contact Email (required):

Daytime Phone: Mobile Phone:

Return Delivery Address *This must be a physical address for FedEx delivery; no P.O. Boxes.*

Name: Company:

Street Address:

City: State: Zip Code:

Daytime Phone: Mobile Phone:

ASSOCIATE NAME:

FOR OFFICE USE ONLY

DATE RECEIVED BY G3:

ORDER NUMBER:

OF TRAVELERS:



PLEASE TYPE OR PRINT YOUR ANSWER IN THE SPACE PROVIDED BELOW EACH ITEM.

REQUEST No. _____

FIRST NAME MIDDLE NAME LAST NAME

SEX MALE FEMALE DATE OF BIRTH *D*...../*M*...../*YY*..... COUNTRY OF BIRTH

CURRENT NATIONALITY ORIGINAL NATIONALITY (NATIONALITY AT BIRTH)

PASSPORT TYPE ORDINARY SERVICE DIPLOMATIC TRAVEL DOCUMENT OTHER

PASSPORT NUMBER ISSUE DATE *D*...../*M*...../*YY*..... EXPIRATION DATE *D*...../*M*...../*YY*.....

HOME/MAILING ADDRESS

CITY/TOWN STATE/REGION ZIP/POSTAL CODE COUNTRY

DAY TEL. EVENING TEL. FAX E-MAIL

CURRENT OCCUPATION

PURPOSE OF TRAVEL TOURISM/FAMILY VISIT BUSINESS OFFICIAL TRANSIT OTHER

DATE OF DEPARTURE FROM USA DATE OF ARRIVAL IN ETHIOPIA BORDER OF FIRST ENTRY

DURATION OF STAY IN ETHIOPIA ENTRIES: SINGLE DOUBLE MULTIPLE

ADDRESS IN ETHIOPIA HOTEL: HOTEL NAME
HOTEL TELEPHONE NUMBER

CONTACT PERSON IN ETHIOPIA
TELEPHONE NUMBER

FAMILY ACCOMMODATION: CITY REGION
ZONE K. KETEMA (WOREDA)
KEBELE HOUSE NO.
TELEPHONE

PHOTO

ATTACH ONE
PASSPORT SIZE
PHOTOGRAPH.

*WRITE YOUR NAME ON
THE BACK OF THE
PHOTOGRAPH.*

CHILDREN/DEPENDENTS ON THE SAME PASSPORT

| | FIRST NAME | MIDDLE NAME | LAST NAME | SEX | BIRTH DATE (D/M/YY) | BIRTH PLACE |
|---|------------|-------------|-----------|-----|---------------------|-------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |

I, THE UNDERSIGNED, DECLARE THAT ALL THE ABOVE-MENTIONED STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE.

APPLICANT'S NAME APPLICANT'S SIGNATURE DATE

DO NOT WRITE IN THIS SPACE
FOR OFFICIAL USE ONLY/ TO BE FILLED IN AT HEAD OFFICE

VISA NUMBER VISA TYPE DATE OF ISSUE EXPIRATION DATE

PROCESSED BY NAME SIGNATURE DATE

APPROVED BY NAME SIGNATURE DATE



Sample Business Letter From U.S. Company

*****Please print your business letter on company stationery.*****

June 15, 2016

Consulate General of *(country you will visit)*
Consular Section

Dear Visa Officer,

Jeremy Simmons *(insert your name)*, International Sales Director *(insert your position)*, Sample Products, Inc. *(insert the name of your company)*, is planning a business trip to *(country)* on Monday, August 2 through August 15, 2016 *(dates of your trip)*. During this trip he has scheduled meetings to discuss the sales and distribution of our products.

His agenda is to meet and discuss business with Alexander Edwards *(insert name of contact)* at:

Overseas Company, Ltd.
123 Example Avenue, Suite 45
City, Province, Country
Telephone: 112-1234-5678
Email: aedwards@overseascoltd.co

(Please provide full contact details for the company and individual you will visit.)

Sample Products, Inc. *(Insert Company Name)* will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in *(country)*.

He requests that you issue a single entry business visa valid for one month. *(Please specify the requested visa type and duration.)* I appreciate your attention to this matter.

Sincerely,

Lucinda Albright

Lucinda Albright
Senior Vice President
Sample Products, Inc.

(The letter must have an original ink signature of a manager other than the applicant.)

Sample Letter



Sample Business Letter for Flight Crew

*****Please print your business letter on company stationery.*****

June 15, 2016

Consulate General of *(country you will visit)*
Consular Section

Dear Visa Officer,

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 Sample Products, Inc. Aviation Department *(insert name of your flight department)*.

Pilots: Primary Captain: Brian Randall
Backup: Christina Johnson

First Officer: Primary: Robert Jeffries
Backup: Mark Brown

Flight Attendant: Primary: Bonnie Hooper

Date of Arrival #1: August 11, 2016 Date of Arrival #2: *(add if applicable)*
Airport of Arrival: *City*
Aircraft/Flight: N506AB

Date of Departure #1: August 15, 2016 Date of Departure #2: *(if applicable)*
Airport of Arrival: *City*
Aircraft/Flight: N506AB

Reason for Travel: Transporting executives. No technical assistance will be provided.

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 contact me at 555-555-1234 *(contact number)*.

Sincerely,

Heather Bauer

Heather Bauer

Scheduler

Sample Products, Inc. Aviation Department

(The letter must have an original ink signature of a company representative other than the applicants. No scans or copies are accepted.)

Sample Letter