



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

- Your original valid signed passport. It must have at least two blank pages marked "Visas" (at least two side by side) and more than six months before expiry.
- Non-US citizens must also submit 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/>.
- 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.
- Two identical passport-style (2"x2") photographs 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.
- Proof of health insurance valid in Israel.
- Copy of hotel reservations showing applicant's name or a certificate of accomodation.
- Copy of a recent bank statement. Account numbers may be blacked out for privacy; do not obscure any other information.

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.

TOURIST TRAVELERS must also include:

- A letter from their U.S. employer certifying employment and that the applicant will return to work after the trip to Israel. The letter must be on company letterhead and must bear the original pen-to-paper signature of a company representative other than the applicant. Students should submit a letter from their school or proof of continuing enrollment.

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.

Visa Requirements



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

- U.S. citizens do not require visas for visits of less than 90 days. Upon request, Israeli border authorities will place the entry stamp on a separate piece of paper rather than on a page of the traveler's passport.
- These instructions are applicable to residents of Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, and Wisconsin.
- Israeli visas must be used within three months of the date of stay. The duration of stay will be determined by border authorities upon arrival; visas can be extended in Israel.
- The Consulate may require some applicants to appear in person for an interview. You will be notified if an interview is required.

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
 11 East Adams Street, Suite 1605
 Chicago, IL 60603
 800.830.8472 | Chicago@g3visas.com

**CHICAGO
ISRAEL**

There is No Substitute for Experience.

Concierge Service \$175.00 *Extra*

Consular Fees for Visa Processing

Visa Type	Mission Critical 15 Business Days	Priority 20 Business Days	Expedited 25 Business Days
Tourist	<input type="checkbox"/> \$29.00	<input type="checkbox"/> \$29.00	<input type="checkbox"/> \$29.00
Business	<input type="checkbox"/> \$29.00	<input type="checkbox"/> \$29.00	<input type="checkbox"/> \$29.00
Flight Crew	<input type="checkbox"/> \$29.00	<input type="checkbox"/> \$29.00	<input type="checkbox"/> \$29.00

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, 11 East Adams Street, Suite 1605, Chicago, IL 60603
 312.704.8472 Phone | 800.830.8472 Toll Free | 312.704.8150 Fax | Chicago@g3visas.com

www.g3visas.com

Applicable Fees



Send to: G3 Global Services
 Attn: Visa Department
 11 East Adams Street, Suite 1605
 Chicago, IL 60603
 800.830.8472 | Chicago@g3visas.com

**CHICAGO
ISRAEL**

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
Exceptional service for exceptional people.
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:



טופס 1/ק - בקשה למתן אשרת כניסה לישראל
Application for entry visa to Israel

Instructions for completing
application form:

הוראות למילוי הטופס:

1. Please attach a recent photograph. 1. נא לצרף תמונה שצולמה לאחרונה.
2. If application is not for the purpose of visit, specify reasons and supply documentation. 2. אם מדובר בכניסה לישראל שאינה למטרת ביקור נא לצרף מכתב הסבר ומסמכים.
3. Please fill in following details in Hebrew or English. 3. נא למלא את הפרטים הבאים בעברית או באנגלית.

שמות קודמים Previous family name	שם האם Mother's name	שם האב Father's name	שם פרטי Given name	שם משפחה Family name

אזרחות קודמת Previous nationality	אזרחות נוכחית Present nationality	משלה יד Occupation	תאריך לידה Date of birth	מקום לידה Place of birth

<input type="checkbox"/> Passport <input type="checkbox"/> Laissez passer		<input type="checkbox"/> דרכון <input type="checkbox"/> תעודת מעבר		מצב משפחתי Family status	
בתוקף עד valid until	ניתן בתאריך Issued on	ניתן ע"י Issued at	מספר number	<input type="checkbox"/> נשוי/אה <input type="checkbox"/> אלמן/נה	<input type="checkbox"/> רווק/ה <input type="checkbox"/> גרוש/ה
				<input type="checkbox"/> married <input type="checkbox"/> widowed	<input type="checkbox"/> single <input type="checkbox"/> divorced
אם ברשותך תעודת מעבר שהוצאה ע"י מדינת ישיבתך הקבועה, אנא ציין אם הוענקה לך אשרת חוזר ומה תוקפה. If you hold a Laissez-Passer issued by the State of your permanent residence, state whether you have a return visa and indicate its validity.				מטרת הכניסה לישראל Purpose of entry into Israel	

	permanent address abroad		המען הקבוע בחו"ל
מספר הטלפון telephone no.	הרחוב ומספר הבית Street and house no.	העיר City	הארץ Country

ארצות מעבר Countries of transit	זמן השהות המשוער Approximate duration of stay	תאריך ומקום הכניסה המשוער לישראל Anticipated date and place of entry to Israel	הכתובת בישראל Address in Israel

לפי איזה סוג רישיון ישיבה (ביקור/ארעי/תושב/עולה/עבודה) Category of residence permit (visitor, temporary resident, resident, immigrant, work)	תאריכי שהיות קודמות בישראל Dates of previous stays in Israel		

פרטים של הנכללים בבקשה particulars of dependants included in the application

בן/בת הזוג spouse

תאריך הלידה Date of birth	מקום לידה place of birth	שם האב father's name	שם נעורים maiden name	שם פרטי given name	שם המשפחה family name

ילדים עד גיל 18 Children under the age of 18

תאריך הלידה Date of birth	מקום הלידה Place of birth	שם פרטי Given name	
			1.
			2.
			3.

קרובים/מכרים בישראל Relation/references in Israel

כתובת address	יחס הקרבה relationship	שם Name	
			1.

			2.

הצהרה declaration

אני מצהיר שהפרטים שנמסרו לעיל נכונים ונמסרו בהכרה שהם מהווים יסוד לדיון בבקשתי. כמו כן, אני מצהיר בזה שלא עברתי עבירה פלילית. לא פעלתי נגד העם היהודי ובטחון מדינת ישראל. לא חליתי במחלה העלולה לסכן את בריאות הציבור. לא קיים נגדי צו מעצר שיפוטי ואינני מבוקש על ידי המשטרה של מדינה כלשהי.

אני מצהיר/ה בזאת שלא קיים כנגדי צו הרחקה ולא סירוב כניסה לארץ, ידוע לי שבמידה ויש כנגדי מניעה כאמור, תמנע ממני אפשרות להיכנס לישראל ואחזור למדינה ממנה הגעתי.

ידוע לי כי אין בקבלת האשרה משום ביטול סמכות משרד הפנים בישראל, לסרב כניסתי לתחומי מדינת ישראל, באם יסתבר שהאשרה התקבלה על סמך פרטים כוזבים.

I declare that the particulars contained in this application are correct and have been made in awareness of the fact that they are to serve as basis for the consideration of my application. I also declare that I have not committed any criminal offence or any act directed against the Jewish people or the security of the state of Israel and that I am not affected with any illness which might endanger public health. There is no judicial warrant against me and I am not wanted by the police of any country.

I hereby declare that I have not been issued with a restraining order. Furthermore, I have not been denied entry into Israel. I am aware that if a preventive order of this kind has been issued against me, I will be denied entry into Israel, and will be sent back to my country of origin.

I am also aware that the receipt of a visa does not in any way invalidate the right of the Israel Ministry of the Interior to deny my entry into the territory of the State of Israel, if it becomes clear that the visa was issued on the basis of false information.

Applicant's signature _____ חתימת המבקש _____ date _____ תאריך _____ place _____ המקום _____



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