



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 (two pages, attached). The application must be printed single-sided on two sheets of paper. Please ensure all pages are 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 entrance to and departure from Myanmar.
- An original 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. A sample is attached.
- A letter of invitation from the company to be visited in Myanmar. The letter must be on company letterhead and signed by a representative of the company, and should include the applicant's name and the name, address, and telephone number for a contact person at the overseas company. Faxed or scanned copies are accepted.

APPLICANTS FOR MULTIPLE ENTRY VISAS must also include:

- One "For Multiple Entry Journey Entry Visa Applicant Only" 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.

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.

Enhanced Services

G3 offers a range of optional Enhanced Services, available as individual add-ons or as a bundle:

Document Pre-Check: Email ConciergeDesk@g3visas.com for a thorough review of your documents within one business day, before you send them to one of our Operations Centers.	\$59.00
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 within three business days, in PDF format for you to print and sign with a pen-to-paper signature.	\$150.00
Application Correction: G3 will correct any errors on your visa application within one business day, and email it to you for you to print, sign, and send in to our office.	\$55.00
Business Letter Creation: G3 will compose the necessary business letters for your visa application, and will email them to you within two business days to print on letterhead and sign.	\$50.00
Inbound FedEx Airbill: G3 will generate a FedEx Standard Overnight air bill for you to efficiently send your documents to our office.	\$35.00
Return Delivery Confirmation: Your G3 associate will track your package and follow up with you to confirm via phone or email to confirm you have received it.	\$15.00
Complete Concierge Service: Opt for our bundled Concierge Service and receive every Enhanced Service listed above, and the ultimate in white glove customer care.	\$225.00

VISA NOTES

- These instructions are applicable for business travelers only. If you require a Tourist or Flight Crew visa, please contact WashingtonDC@g3visas.com to request the appropriate instructions.
- The Consulate of Myanmar enforces jurisdictional processing. Residents of the states of AK, AZ, CA, HI, NM, OR, NV, and WA should contact LosAngeles@g3visas.com for instructions. Residents of the states of NY, NJ, and CT should contact NYC@g3visas.com. The Washington DC instructions are applicable to residents of all other US states.
- Myanmar business visas are valid for a stay of up to 70 days.
- Multiple entry visas are available only for applicants who have previously visited Myanmar on a business visa. Multiple Entry visas are available only at the Consul's discretion; a single entry visa may be substituted without refund.

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
MYANMAR - BUSINESS

There is No Substitute for Experience.

Concierge Service \$225.00 *Extra*

Consular Fees for Visa Processing

Visa Type	Mission Critical 11 Business Days	Priority 13 Business Days	Expedited 15 Business Days
Single Entry	<input type="checkbox"/> \$55.00	<input type="checkbox"/> \$55.00	<input type="checkbox"/> \$55.00
Multiple Entry <i>Valid 3 Months</i>	<input type="checkbox"/> \$205.00	<input type="checkbox"/> \$205.00	<input type="checkbox"/> \$205.00
Multiple Entry <i>Valid 6 Months</i>	<input type="checkbox"/> \$405.00	<input type="checkbox"/> \$405.00	<input type="checkbox"/> \$405.00
Multiple Entry <i>Valid 1 Year</i>	<input type="checkbox"/> \$605.00	<input type="checkbox"/> \$605.00	<input type="checkbox"/> \$605.00

G3 Service Fees

Business	<input type="checkbox"/> \$219.00	<input type="checkbox"/> \$169.00	<input type="checkbox"/> \$99.00
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Return Delivery Fees

<input type="checkbox"/> FedEx Standard Overnight Delivery Next Business Day by 3PM	\$35.00	<input type="checkbox"/> FedEx First Overnight* Delivery Next Business Day by 8:30AM	\$85.00
<input type="checkbox"/> FedEx Priority Overnight Delivery Next Business Day by 10:30AM	\$45.00	<input type="checkbox"/> FedEx Saturday Delivery* Delivery by 3PM	\$55.00
<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
MYANMAR - BUSINESS

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#:

Enhanced Services Requested:

- Document Pre-Check, \$59.00
 - Application Creation, \$150.00
 - Application Correction, \$55.00
 - Business Letter Creation, \$50.00
 - Inbound FedEx Airbill, \$35.00
 - Return Delivery Confirmation, \$15.00
- or bundle all services above with our*
- Complete Concierge Service, \$225.00**

Total Fees from Applicable Fees Page

Please include Applicable Fees page with your request.

	FEE	# Travelers	TOTAL
Enhanced Service 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"/>
Passport Protection Plan	<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:

VisaOrderForm

ASSOCIATE NAME:

FOR OFFICE USE ONLY

DATE RECEIVED BY G3:

ORDER NUMBER:

OF TRAVELERS:

**EMBASSY OF THE REPUBLIC OF THE UNION OF MYANMAR
WASHINGTON DC
APPLICATION FOR BUSINESS VISA**

1. Name in Full (In Block Letters) _____
2. Father's Full Name _____
3. Nationality _____ 4. Sex (F) / (M)
5. Date of Birth _____ 6. Place of Birth _____
7. Present Occupation _____
8. Marital Status: Married Separated Divorced Widowed Single
9. Spouse's Full Name: _____
10. **Passport**
- (a) Number _____ (b) Date of Issue (dd/mm/yyyy) ___/___/____
- (c) Place of issue _____ (d) Issuing Authority:
- United States United States, Department of State /
- Other: _____ National Passport Centre / Other: _____
- (e) Date of expiration (dd/mm/yyyy) __/__/____
11. Present address in US _____
12. Contact Tel. No. (Res.) _____ (Work) _____
13. Address in Myanmar _____
14. Purpose of entry into Myanmar _____
15. Expected dt. of Arrival: (dd/mm/yyyy) ... /... /..... & Departure: (dd/mm/yyyy) ... /... /.....
16. Name and Address of Guarantor during stay in Myanmar _____

Recently taken
**Two color
photos**
with full face,
front view, no hat
and against a plain
light background
(attached with
staple)

17. **Attention for Applicants**
- (a) Applicant shall abide by the Laws of the Republic of the Union of Myanmar and shall not interfere in the internal affairs of the Republic of the Union of Myanmar.
- (b) Legal actions will be taken against those who violate or contravene any provision of the existing laws, rules and regulations of the Republic of the Union of Myanmar.

I hereby declare that I fully understand the above mentioned conditions, that the particulars given above are true and correct and that I will not engage in any activities irrelevant to the purpose of entry stated herein.

Date _____ Signature of Applicant _____
-----**(FOR OFFICIAL USE ONLY)**-----

Visa No. _____ Date _____

Visa Authority _____

Date _____

Place. Washington D.C, United States of America

Embassy of the Republic of the Union
of Myanmar, Washington D.C

**EMBASSY OF THE REPUBLIC OF THE UNION OF MYANMAR
WASHINGTON D.C.**

Work History for Visa Applicant

1. Full Name (Fill in block letters): _____
Surname (As in Passport): _____
First Name & Middle Name: _____
2. Date of birth (dd/mm/yyyy): __/__/_____
3. Place of birth: City;- _____ Country;- _____
4. Permanent Home Address:

5. Tel. (Res.) _____
(Work Place) _____
e-mail: _____
6. Work Description (**Current**)
(a) Job Title: _____
From (dd/mm/yyyy): __/__/_____ To (dd/mm/yyyy): __/__/_____
- (b) Office _____
Department _____
Describe your duties: _____

7. Work Description (**Previous**)
(a) Job Title: _____
From (dd/mm/yyyy): __/__/_____ To (dd/mm/yyyy): __/__/_____
- (b) Office _____
Department _____
Describe your duties: _____

I hereby declare that the particulars given above are true and correct and that I will not engage in any activities irrelevant to the purpose of my entry.

Signature of Applicant

Date: (dd/mm/yyyy) __/__/_____

For Multiple Journey Entry Visa Applicant Only

(Note: First time visitors are not eligible to apply MJEV)

To

Ambassador
Embassy of the Republic of the Union of Myanmar
Washington D.C.

Date:

Subject: Request for Multiple Journey Entry Visa for Business

I, _____, have been to the Republic of the Union of Myanmar with Business Single Entry Visa in 19 __ / 20 __ .

Now, I would like to visit the Republic of the Union of Myanmar with Multiple Journey Entry Visa for business in order to _____

May I request to have Multiple Journey Entry Visa for business with the following documents:

- (1) Completed Visa Application Form with recently taken two color photos (35 mm X 45 mm).
- (2) Completed "Work History" Form
- (3) Business letter of introduction from the Myanmar Company and U.S. Company on the company on the company letterhead.
- (4) Valid Company registration copy
- (5) Copy of receipts certifying payment of taxes imposed
- (6) Original Passport
- (7) Payment of Money Order – MO (US\$180) for Visa fee
- (8) Prepaid Self-Addressed Return Envelope

Sincerely,

Signature: _____

Name: _____

Passport No. _____



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 Invitation Letter from Overseas 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 his company's 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)*.

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

Sincerely,

James Ventura

James Ventura
Executive Officer
Overseas Company, Ltd.

Sample Letter