



# WASHINGTON, DC MYANMAR - BUSINESS

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.*

**Concierge Service**  \$175.00 *Extra*

**G3's Concierge Service includes the following benefits:**

**Document Review:** Email [ConciergeDesk@g3visas.com](mailto: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](mailto: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**

- These instructions are applicable for business travelers only. If you require a Tourist or Flight Crew visa, please contact [WashingtonDC@g3visas.com](mailto: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](mailto:LosAngeles@g3visas.com) for instructions. Residents of the states of NY, NJ, and CT should contact [NYC@g3visas.com](mailto: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](http://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**  \$175.00 *Extra*

**Consular Fees for Visa Processing**

| Visa Type                               | Mission Critical<br>11 Business Days | Priority<br>13 Business Days      | Expedited<br>15 Business Days     |
|---|--------------------------------------|-----------------------------------|-----------------------------------|
| Single Entry                            | <input type="checkbox"/> \$55.00     | <input type="checkbox"/> \$55.00  | <input type="checkbox"/> \$55.00  |
| Multiple Entry<br><i>Valid 3 Months</i> | <input type="checkbox"/> \$205.00    | <input type="checkbox"/> \$205.00 | <input type="checkbox"/> \$205.00 |
| Multiple Entry<br><i>Valid 6 Months</i> | <input type="checkbox"/> \$405.00    | <input type="checkbox"/> \$405.00 | <input type="checkbox"/> \$405.00 |
| Multiple Entry<br><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"/> \$170.00 | <input type="checkbox"/> \$135.00 | <input type="checkbox"/> \$80.00 |
|----------|-----------------------------------|-----------------------------------|----------------------------------|

**Return Delivery Fees**

|   |             |  |             |
|---|-------------|--|-------------|
| <input type="checkbox"/> FedEx Express Saver<br>3 Business Day Delivery                   | \$19.00     | <input type="checkbox"/> FedEx First Overnight*<br>Delivery Next Business Day by 8:30AM                            | \$84.00     |
| <input type="checkbox"/> FedEx Standard Overnight<br>Delivery Next Business Day by 3PM    | \$29.00     | <input type="checkbox"/> FedEx Saturday Delivery*<br>Delivery by 3PM   | \$44.00     |
| <input type="checkbox"/> Same Day Delivery*<br>Delivery by FedEx or<br>Commercial Airline | Please Call | <input type="checkbox"/> FedEx International Delivery*<br>including Puerto Rico<br>Delivery Times Vary by Location | Please Call |
| <input type="checkbox"/> FedEx or UPS Account Number Provided<br><input type="text"/>     | \$5.00      | <input type="checkbox"/> FedEx or UPS Return Airbill Included<br><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](http://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**

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](mailto: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:

DATE RECEIVED BY G3:

ORDER NUMBER:

# OF TRAVELERS:

FOR OFFICE USE ONLY

**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