



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

- Your original valid signed passport, plus one copy 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. The passport must not contain Israeli entry stamps. If your passport has Israeli stamps, G3 can assist with expedited passport renewal or issuance of a second valid passport.
- Two visa application forms (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. Please write on the top of the application what type of visa you are requesting (single or double entry).
- Two 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.

BUSINESS and FLIGHT CREW TRAVELERS must also include:

- A letter from the U.S. company explaining the purpose of the trip and providing a financial guarantee. The letter must be on company letterhead showing the company address and telephone number and must bear the original pen-to-paper signature of a representative of the company other than the applicant. A sample is attached.

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**

- Syrian visas are valid for three months from the date of issue.
- Per the U.S. Department of State, the Syrian government is sensitive about travel to Iraq. If you have Iraqi visas or stamps in your passport, it is recommended to renew your passport or apply for a second valid passport before applying for a Syrian visa.
- Journalists and Photographers are subject to longer visa processing times as approval must be granted by authorities in Damascus, and may be required to conduct a phone interview with the Media Office of the Syrian Embassy.

**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  
**SYRIA**

*There is No Substitute for Experience.*

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

**Consular Fees for Visa Processing**

Visa Type	Mission Critical 4 Business Days	Priority 6 Business Days	Expedited 10 Business Days
Single Entry	<input type="checkbox"/> \$136.00	<input type="checkbox"/> \$136.00	<input type="checkbox"/> \$136.00
Double Entry	<input type="checkbox"/> \$136.00	<input type="checkbox"/> \$136.00	<input type="checkbox"/> \$136.00

**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](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  
**SYRIA**

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:

FOR OFFICE USE ONLY

DATE RECEIVED BY G3:

ORDER NUMBER:

# OF TRAVELERS:



Visa Application طلب منح سمعة

Surname اسم العائلة	Photo صورة
First Name الاسم الأول	
Middle Name الاسم الأوسط	
Father's Name اسم الأب	
Mother's Name اسم الأم	
Gender الجنس <input type="checkbox"/> Male ذكر <input type="checkbox"/> Female أنثى	
Date & Place of Birth (City, State, Country) (التاريخ ومكان الولادة (المدينة-الولاية-الدولة))	
Original Nationality الجنسية الأصلية	Current Nationality الجنسية الحالية

Passport number رقم جواز السفر	Issued by مكان إصداره
Date Of Issue تاريخ إصداره	Valid until تاريخ انتهائه

Current Occupation المهنة الحالية
Organization name (employer) and position. (For students, name of school or university) اسم المؤسسة وصفة العمل. بالنسبة للطلاب اسم المدرسة أو الجامعة
Employer's address (for students, address of school or university) عنوان جهة العمل (بالنسبة للطلاب عنوان المدرسة أو الجامعة)
Applicant's Address in the USA عنوان المتقدم للسمعة في الولايات المتحدة
Applicant's e-mail Address عنوان البريد الإلكتروني
Applicant's phone Number رقم الهاتف

Number of entries requested عدد مرات الدخول المطلوبة <input type="checkbox"/> Single entry مرة واحدة <input type="checkbox"/> Two entries مرتين
Duration of stay مدة الإقامة

Purpose of travel أسباب السفر

Tourism سياحة  Visit to family or friends زيارة للعائلة أو الأصدقاء

Official (please specify) رسمية(حدد)

Business (please specify) زيارة عمل(حدد نوع العمل)

Other (please specify) غير ذلك

Accompanied by المرافقون

Date of arrival تاريخ الوصول إلى سورية

References in Syria (الاسم، العمل، العنوان، البريد الإلكتروني) المرجع في سورية (Name, Contact information)

Border of the first entry نقطة الدخول

Border of departure نقطة المغادرة

Have you ever been to Syria هل سبق أن زرت سورية  Yes نعم  No لا

If Yes When إذا نعم، متى

Have you ever been to "Israel" هل سبق أن زرت "اسرائيل"  Yes نعم  No لا

I hereby declare that all information supplied by me in this application are correct and complete.

إنني أقر بمسؤوليتي عن أن المعلومات التي قدمتها في هذه الاستمارة صحيحة وكاملة

Applicant's Name & Signature الاسم والتوقيع

Personal information provided by the applicant should be identical to the information on the passport.

This application is an entry visa application, and doesn't entitle the applicant to any paid or unpaid work when in Syria.

البيانات الشخصية يجب أن تكون مطابقة للبيانات الواردة في جواز السفر.  
هذه الاستمارة هي طلب سمة دخول ولا تخول صاحبها القيام بأي عمل مأجور أو غير مأجور في سورية.

Official use only فقط للاستخدام الرسمي

الرسم المستوفي

عدد مرات الدخول

مدة صلاحيتها

نوع السمة

تاريخ منحها

رقم السمة

توقيع وختم القنصل



## 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