

KAZAKHSTAN VISA STEP-BY-STEP GUIDE

Thank you for considering **Travel & Visa Pro** for your KAZAKHSTANN Visa Travel needs. You'll make an excellent choice if you use our services since our agency specializes in expediting Kazakhstan visas. Our travel professionals help you avoid delays, save money and time. Please follow our FOUR Steps instructions.

We must receive all required documents by our office before expediting your visa to Kazakhstan



STEP ONE: Obtain, Complete, and SIGN these documents

- **A Valid Passport:** You have to MAIL us your current valid and signed passport. Passport should be valid at least SIX (6) months after your departure from Kazakhstan. Also, you should make sure you have at least ONE (1) completely blank page for visas in your passport.
If your passport is about to expire or needs more pages, please contact us and we will help to obtain new, renew or add pages to Your passport.
- **One Passport Style Photograph:** We advice to go to a passport photographer since she/he is familiar with passport style photograph requirements. Photographs must be 2x2 inches in size. If you have a digital photograph, you can email it to info@russianvisaguide.com with Your First and Last name in subject line.
- **Personal Statement Requesting Visa** Please write a personal letter of introduction and address to the Embassy of Kazakhstan. It should state the purpose of your trip, dates of the visit and list cities to be visited.
- **Visa Questionnaire/Application** Please COMPLETE and SIGN Your Kazakhstan visa application form. We ask you to fill as much info as possible, but if you are not sure what to write for one question or the other please leave it blank. We will fill it ourselves rather than you fill incorrect information. You can always call **1-888-470-VISA (8472)** with your questions. Application is enclosed.
- **Order Form** Please complete Travel & Visa Pro Visa Order Form (*see table below for processing time and fess*). This form gives us your name, address, exact shipping address for visa, and payment method. You do not have to fill order form for each applicant. If all visas are to be mailed to the same address, we just need one form and payment. Form is enclosed.
- **Visa Sponsorship/Invitation Letter/Confirmation/Voucher from Kazakhstan:** You do not need to worry about it. Our complete visa service package includes Letter of Invitation (a.k.a. Confirmation, Voucher) for both business and tourist visas. If you have your invitation letter, please call us.
- **Emergency/Rush Service Shipping Advice:** We encourage you to use FedEx "FIRST AM OVERNIGHT" Service for Emergency/Rush orders, so we could submit your application same day. If you use other Morning delivery and the package comes late, we won't be able to submit your order on the same day.

STEP TWO: Select Return Shipping method:

In order to keep our prices competitive, we ask you to pay for your visa return shipping from Kazakhstan consulate to your address. Because we use our FedEx account regularly, we get volume discounts and are willing to share them with you. Please select your preferred return shipping method and add *SHIPPING FEE* to your payment.

IMPORTANT: Fees are given per address and includes shipment of up to THREE passports/visas. If you have FOUR passports or more going to the same address, please **add \$15.00:**

- o **FREE** -- Include Prepaid Self-Addressed Envelope
- o **\$15.00** -- FedEx Express Saver (4.30PM delivery on 3rd business day)
- o **\$20.00** -- FedEx Standard Overnight (3.00PM delivery on next business day)
- o **\$25.00** -- FedEx Priority Overnight (10.30AM delivery on next business day)
- o **\$39.00** -- FedEx SATURDAY Priority Overnight (12noon delivery on Saturday)
- o **\$39.00** -- FedEx Standard Overnight to HI, AK, PR (3.00PM delivery on next business day)
- o **\$39.00+** - FedEx INTERNATIONAL Priority Overnight(12noon delivery to Canada)

STEP THREE: Make a Payment:

Please add shipping and our visa expediting fees (see table below) together and provide us with payment. We accept the following payment types:

- By Credit Card (Visa, Mastercard, Amex).
- By Check/Money Order. Make checks payable to "TRAVEL AND VISA PRO"
- By PayPal: Send payments to info@russianvisaguide.com

ALL PROCESSING TIMES ARE GIVEN IN BUSINESS DAYS
(5 BUSINESS DAYS PER WEEK MAX OR FEWER IF THERE ARE ANY HOLIDAYS)

KAZAKHSTAN TOURIST & BUSINESS VISAS	
OUR CONSULAR FEE INCLUDES: OFFICIAL CONSULAR AND OFFICIAL VISA SUPPORT (i.e. INVITATION LETTER) FEES. DON'T GET TRICKED BY MANY OTHER COMPANIES. THEY OFFER LOWER PRICES, BUT ADD EXTRA FOR INVITATION/VISA SUPPORT LATER!	
Processing type->	BUDGET <i>(consulate is closed on Wednesdays)</i>
Processing time -->	FIVE DAYS
TOURIST Single ENTRY (up to 30 days)	\$40 + \$39 = \$79
TOURIST Single ENTRY (up to 90 days)	\$120 + \$39 = \$159
TOURIST Double ENTRY (up to 30 days)	\$170 + \$39 = \$209
TOURIST Double ENTRY (up to 90 days)	\$200 + \$39 = \$239
BUSINESS Single ENTRY (up to 30 days)	\$60 + \$39 = \$99
BUSINESS Single ENTRY (up to 90 days)	\$180 + \$39 = \$219
BUSINESS Double ENTRY (up to 30 days)	\$200 + \$39 = \$239

Russian Visa Guide

1802 Vernon St NW, Washington, DC 20009
Toll-free: 1-888-470-VISA (8472) Phone: 1-202-684-7150 Fax: 1-866-511-7599
On the Web: www.RussianVisaGuide.com; Email: info@russianvisaguide.com

BUSINESS Double ENTRY (up to 90 days)	\$230 + \$39 = \$269
BUSINESS Multiple ENTRY (up to 6 months)	\$430 + \$39 = \$469
BUSINESS Multiple ENTRY (up to 12 months)	\$550 + \$59 = \$609

<p>NEW SERVICE</p> <p>FREE PASSPORT REPLACEMENT COVERAGE FOR \$9.99 per person</p>	<p>This affordable passport replacement program offers FREE replacement of your passport if it has been lost, stolen, or damaged – for total up to \$299 in free services. Upon receipt of your claim, we will secure the fastest speed necessary to process your passport. Please read complete terms and conditions of the program at http://www.russianvisaguide.com/passport_insurance.shtml.</p>
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STEP FOUR: Mail your application

Please mail all required documents to us. See document checklist below. We recommend you to send your paperwork via traceable, overnight delivery service such as FedEx, DHL, USPS Express or similar courier.

**Attn: Visa Dept.
Travel & Visa Pro
1802 Vernon St NW,
Washington, DC 20009**

<p>IMPORTANT SHIPPING ADVISE:</p>	<p>If you need to order passport assistance (e.g. New Passport, Add Pages, Renewal, etc.) before we can process your visa, please mail your package to our Passport Center in San Francisco (do not mail your documents to DC OFFICE): Travel Visa Pro, 2021 Fillmore Street, San Francisco, CA 94115 (415)-229-3210</p>
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Required document checklist:

- ✓ Passport
- ✓ Photograph
- ✓ Visa Order Form
- ✓ Personal Statement Requesting Visa
- ✓ Visa Application (please do not forget to sign)

<p>VISA REGISTRATION in KAZAKHSTAN</p>	<p>According to Kazakhstan law, you must register your Kazakhstan visa within 3 business days after your arrival. Visas can be registered either at a hotel (free of charge) where you're staying or at inviting organization office.</p>
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TERMS AND CONDITIONS: Travel & Visa Pro acts only as an agent, and only Embassy/consular officials and U.S. Passport Office agents make the final determination when deciding how fast a visa or passport will be issued and for what period of time (validity) visas can be issued. U.S. Passport Services reserve the right to prioritize the processing according to the departure date provided by the applicant. Embassy/consulate officials also have the right to ask for additional documentation in order to issue a passport or visa. Travel & Visa Pro accepts no responsibility for the services of the Passport Agency or Embassy/Consulate in connection with the granting of passports or visas, nor for any delays, loss of passports or other materials occasioned by such services or by any delivery services such as FedEx, UPS, or the US Postal Service. Damage compensation is not available. In the case where a visa or passport application has been canceled or rejected, the service fee will be non refundable. In case mistake is made on our part in dates/names, please notify us within 12 hours after receipt of your visa for necessary corrections to be made. If your trip has been postponed or dates are changed, some consulates permit visa correction for a fee. An administrative fee of \$17 will be added to all cancelled orders.

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TRAVEL & VISA PRO ORDER FORM

Call us for assistance – 888-470-VISA (8472)

TRAVELER(S) INFORMATION:

REFERRED BY: _____

Date Passport(s) must be back in your possession or date of your next international trip: ____ / ____ / ____
mm dd yyyy

Exact Dates Visa will be valid for: **ENTRY** ____ / ____ / ____ **EXIT** ____ / ____ / ____
mm dd yyyy mm dd yyyy

Traveler #1 Name: _____
First Last

Traveler #4 Name: _____
First Last

Traveler #2 Name: _____
First Last

Traveler #5 Name: _____
First Last

Traveler #3 Name: _____
First Last

Traveler #6 Name: _____
First Last

RETURN DOCUMENTS TO THIS ADDRESS:

Contact Name: _____ Company: _____

Address: _____ City: _____ State: _____ Zip: _____
NO P.O. BOXES

E-mail: _____ Signature Required for Delivery? YES NO

Phone: _(____) _____ Cell: _(____) _____ Fax: _(____) _____

- Shipping Method :**
- + \$0 (will include my own postage)
 - + \$15 FedEx Express Saver
 - + \$20 FedEx Standard Overnight
 - + \$25 FedEx Priority Overnight
 - + \$39 FedEx Standard Overnight to states of HI, AK, or PR
 - + \$39 SATURDAY FedEx Overnight
 - + from \$39 for International FedEx

SERVICES REQUESTED: Select the type of service you request by placing check mark in the appropriate box

COUNTRY (visa is for): _____ **Visas Type:** TOURIST BUSINESS OTHER _____

Processing time: (see country specific and available options): **ENTER NUMBER OF DAYS:** _____

Number of Entries: SINGLE (one entry, one exit) DOUBLE (two entries, two exits) MULTIPLE (unlimited)

Visa Validity (in months): ONE THREE SIX TWELVE OTHER _____

PLEASE ADD FREE PASSPORT REPLACEMENT COVERAGE FOR \$9.99. By checking this box, I agree to enroll into passport replacement program. I authorize Travel Visa Pro to add \$9.99 charge per person to other fees paid. I have read and understood all terms and conditions of the program which are posted at http://www.travelvisapro.com/index.php?travel_do_index.

PAYMENT METHOD FOR APPLICABLE FEES: please enter total HERE: \$ _____

PAID BY Credit Card Money Order PayPal Check #: _____

I hereby authorize Travel & Visa Pro to charge the cost of its professional visa and passport services to the following card. I agree to pay this amount to my credit card company and agree to terms and conditions. I understand that requirements, fees, and processing times are subject to change without prior notice and all fees are non-refundable. An administrative fee of \$17 will be added to cancelled orders.

Name on Card: _____ Signature: _____

Credit Card #: _____ Security Code: _____ Expiration Date: ____ / ____
mm yyyy

Billing Address: Same as Shipping Other: _____

In San Francisco:
2021 Fillmore Street (2nd floor)
San Francisco, CA 94115-2708
Local: (415) 229-3210

Toll-free: (888) 470-8472
Toll-free fax: (866) 511-7599
On the Web: www.TravelVisaPro.com
Email: info@travelvisapro.com

In Washington DC:
1802 Vernon St NW
Washington, DC 20009
Local: (202) 684 7150

19. Қазақстан Республикасында болатын пункттері/Places of destination in the Republic of Kazakhstan: _____

20. Қазақстан Республикасындағы келетін бастапқы пункті/The first place of entry into the Republic of Kazakhstan: _____

21. Қазақстандағы уақытша тұратын мекен-жайы/Temporary address in Kazakhstan: _____

22. Сіздің сапарыңызды және Қазақстанда болу мерзімінде тұру шығыстарыңызды кім қаржыландырады?/Who is paying for your cost of travelling and for your costs of living during your stay in Kazakhstan?: _____

23. Қазақстанда болу мерзіміне сақтандыруыңыз бар ма?/Have you got an insurance for the period of your stay in Kazakhstan?: Жоқ/No Бар/Yes. Сақтандыру болған жағдайда, оның қолданыс мерзімін және сақтандыру компаниясының атауын көрсетіңіз/If yes, please indicate its validity and the name of insurance company: _____

24. Қазақстан арқылы транзитпен өткен жағдайда, негізгі баратын мемлекеттің визасы немесе тұруға ықтиярхаты бар ма?/In case of transit through Kazakhstan, have you got an entry visa or residence permit for your destination?:

Жоқ/No Бар/Yes. Болған жағдайда, баратын мемлекетті/if yes, indicate the country of destination: _____ кіру жоспарланған шекара пунктін/border point through which entry is planned: _____ транзиттің бағытын көрсетіңіз/route of transit: _____

25. Сұрау салынатын визаның мерзімі/Period of requested visa: from _____ бастап to _____ дейін

26. Сұрау салынатын визаның мәртелігі/Number of entries requested: 1 2 3 көп мәртелік/multiple

27. Балалары (сізбен бірге жүрген балалар паспортыңызға енгізілген жағдайда ғана толтырылады)/Children (please indicate whether they are traveling with you and are entered in your passport):

№	Тегі, аты/ Surname, First names	Туған жері мен күні/ Date and place of birth	Азаматтығы/Nationality

Мен жоғарыда көрсетілген мәліметтердің толық және дұрыс екенін растаймын. Жалған мәліметтер беріліп қойған визаны жоюға немесе оны беруден бас тартуға себеп болуы мүмкін екендігі маған мәлім. Маған берілген визаның іске асу мерзімі аяқталуына дейін Қазақстан Республикасының аумағынан шығып кетуге міндеттімін.

Мен 2001 жылғы 12 маусымдағы Қазақстан Республикасының «Салық және бюджетке төленетін басқа да міндетті төлемдер туралы» № 209-II Кодексінің (Салық Кодексі) 514-бабына сәйкес төленген консулдық алымдар сомасының қайтарылмайтыны; берілген виза Қазақстанға кіруге толық кепілдік бермейтіні және Қазақстан Республикасының құзыретті органдары менің Қазақстан аумағына кіруіме келісім беруден бас тартқан жағдайда өтемақыға құқық бермейтіні туралы хабардармын.

I undertake that the above mentioned personal data are full and correct. I am aware, that wrong data can cause refuse and canceling of already issued visa. I am obliged to leave the territory of the Republic of Kazakhstan before visa expiration.

I am told, that in accordance with the article 514 of the Tax Code of the Republic of Kazakhstan № 209-II of the 12 of June 2001 the sum of money paid as consular fee is not subject for return; the issued visa does not fully guarantee entry into Kazakhstan and will not serve as basis for compensation in case the authorized bodies of the Republic of Kazakhstan refuse entry for the owner of visa into territory of Kazakhstan.

Күні және жері/
Place and date: _____

Қолы/Signature: _____

Қызметтік жазбалар үшін

For official use only