

UKRAINE VISA STEP-BY-STEP GUIDE

Thank you for considering **Travel & Visa Pro** for your **Ukraine** Visa Travel needs. You'll make an excellent choice if you use our services since our agency specializes in expediting Ukraine 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 Ukraine

Citizens of United **States of America, Canada, Japan, European Union, Switzerland, and Liechtenstein** do not need a visa to enter Ukraine if the period of their stay **does not exceed 90 days**. VALID PASSPORT IS REQUIRED TO TRAVEL; please contact us if you need one.



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 Ukraine. 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.
- **Visa Questionnaire/Application** Please COMPLETE and SIGN Your Ukraine 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 Ukraine:** 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.
- **Copy of Legal Status in the USA:** Copy of green card, I-20, visa, etc.

STEP TWO: Select Return Shipping method:

In order to keep our prices competitive, we ask you to pay for your visa return shipping from Ukraine 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)

Our fees already include official mandatory *invitation* from the Ministry of Foreign Affairs or Interior or a necessary *tourist voucher or invitation, consular fee, one overnight FedEx delivery to the Consulate or Consulate courier service and our service fee.*

FOR NON-U.S. CITIZENS: UKRAINE TOURIST and BUSINESS VISAS		
Processing type-->	RUSH	BUDGET
Processing time -->	THREE-DAY	NINE-DAY
TOURIST SINGLE Entry (up to 3 months)	\$199+\$79=\$278	\$114+\$39=\$153
TOURIST DOUBLE Entry (up to 3 months)	\$259+\$79=\$338	\$144+\$39=\$183
BUSINESS MULTIPLE Entry (up to 12 months)	\$569+\$79=\$648	\$324+\$39=\$363

NEW SERVICE

**FREE PASSPORT
REPLACEMENT
COVERAGE
FOR \$9.99 per
person**

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.

Russian Visa Guide

2021 Fillmore Street (2nd floor), San Francisco, CA 94115-2708
Toll-free: 1-888-470-VISA (8472) Phone: 1-415-229-3210 Fax: 1-415-229-3211
On the Web: www.RussianVisaGuide.com; Email: info@russianvisaguide.com



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.

Russian Visa Guide

2021 Fillmore Street (2nd floor)

San Francisco, CA 94115-2708

Required document checklist:

- ✓ Passport (please do not forget to sign)
- ✓ Photograph
- ✓ Visa Order Form/Payment
- ✓ Visa Application (please do not forget to sign)

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 on Delivery? YES NO

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

- Shipping Method :**
- | | | | |
|--------------------------|---------------------------------|--------------------------|---|
| <input type="checkbox"/> | + FREE (include your postage) | <input type="checkbox"/> | + \$39 FedEx Standard Overnight
to states of HI, AK, or PR |
| <input type="checkbox"/> | + \$15 FedEx Express Saver | <input type="checkbox"/> | + \$39 SATURDAY FedEx Overnight |
| <input type="checkbox"/> | + \$20 FedEx Standard Overnight | <input type="checkbox"/> | + from \$39 for International FedEx |
| <input type="checkbox"/> | + \$25 FedEx Priority Overnight | | |

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: _____

VISA APPLICATION

(APPLICATION FOR UKRAINE ENTRY CLEARANCE)

Please, complete - print or write in printing letters - the form

cross the boxes where applicable

Submit with this form:

- current passport
- one photograph

1. SURNAME (as written in your passport)

2. FULL NAME (as written in your passport)

3. OTHER NAMES OR SURNAMES USED IN THE PAST

4. DATE OF BIRTH

day month year

country

town

5. SEX

female

male

6. NATIONALITY

present

former (if any)

7. SOCIAL SECURITY NUMBER (optional)

8. ADDRESS OF PERMANENT RESIDENCE (country, postal code, town, street, building #, apt # and phone #).

9. PASSPORT DETAILS

type

number

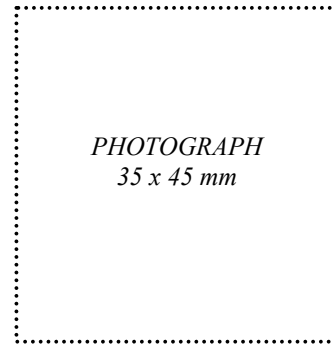
date of issue

valid until

day month year

day month year

issuing authority



FOR OFFICE USE ONLY

A

1

2

B

C

D

E

1

2

3

F

G

H

I

J

10. MARITAL STATUS

single

married

divorced

widowed

yes	<input type="checkbox"/>	no	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

yes	<input type="checkbox"/>	no	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

yes	<input type="checkbox"/>	no	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

yes	<input type="checkbox"/>	no	<input type="checkbox"/>
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11. DID YOU SUFFER FROM ANY INFECTIOUS DISEASE DANGEROUS FOR PUBLIC HEALTH?

yes	<input type="checkbox"/>	no	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

12. HAVE YOU EVER BEEN CHARGED OF ANY CRIMINAL OFFENCES ANYWHERE

yes	<input type="checkbox"/>	no	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

13. HAVE YOU EVER BEEN LIMITED OR PROHIBITED FROM AN ENTRY TO UKRAINE

yes	<input type="checkbox"/>	no	<input type="checkbox"/>
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“YES”, PLEASE SPECIFY WHERE

14. HAVE YOU EVER BEEN DEPORTED OR REMOVED FROM UKRAINE

yes	<input type="checkbox"/>	no	<input type="checkbox"/>
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15. PURPOSE OF YOUR JOURNEY

16. DURATION OF STAY IN UKRAINE

number of days month

<input type="text"/>	<input type="text"/>
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17. DATE OF PROPOSED ENTRY TO UKRAINE

day month year

<input type="text"/>	<input type="text"/>	<input type="text"/>
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18. POINT OF ENTRY TO UKRAINE

19. MEANS OF TRANSPORT FOR ENTRY TO UKRAINE

20. NAME AND ADDRESS OF ORGANIZATION WHICH INVITES

NAME AND ADDRESS OF PRIVATE PERSON WHO INVITES

21. CITIES IN UKRAINE YOU INTEND TO VISIT

--

22. ADDRESS OF TEMPORARY RESIDENCE IN UKRAINE

--

23. IN CASE OF NEED WHO WILL GIVE YOU FINANCIAL SUPPORT

--

24. CHILDREN UNDER 16 YEARS INCLUDED ON YOUR PASSPORT AND WHO WILL TRAVEL WITH YOU TO UKRAINE

surname	name	place of birth	date of birth			nationality
			day	month	year	

25. IF YOU HAVE BEEN TO UKRAINE, INDICATE THE DATE OF LAST VISIT

day	month	year

26. VISA REQUESTED FOR:

single entry <input type="checkbox"/>	double entry <input type="checkbox"/>	multiple entry <input type="checkbox"/>
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THIS PART IS TO BE COMPLETED IN CASE OF TRANSIT THROUGH THE TERRITORY OF UKRAINE

27. COUNTRY OF DESTINATION

28. MEANS OF TRANSPORT TO THE POINT OF DEPARTURE FROM UKRAINE

29. DO YOU HAVE AN ENTRY CLEARANCE FOR THE DESTINATION

yes	<input type="checkbox"/>	no	<input type="checkbox"/>
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30. PLACE OF PROPOSED DEPARTURE FROM UKRAINE TO THE DESTINATION

31. DATE OF PROPOSED DEPARTURE FROM UKRAINE

day month year

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32. ADDITIONAL INFORMATION

I do hereby confirm that I have read and understood everything stated above. I declare that the information given by me in this application to the best of my knowledge is true. I am aware that untruthful data presented by me in this application may serve as a reason to refuse the issue of Ukraine's entry visa and to refuse me to enter Ukraine even in the case the entry visa has been issued.

I also know that in the case I am refused to enter Ukraine I am not entitled for any refund of expenses by me.

PLACE OF SUBMISSION

DATE OF SUBMISSION

day month year

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APPLICANT'S SIGNATURE