



Dear Applicant,

Thank you for choosing Key Travel to handle your visa application to **Mongolia**

Your visa pack contains:

- Embassy Information
- Visa requirements for Business and Tourist visa applications
- Guidance on how to write a Business Letter
- Visa Fees
- Key Travel Booking form

Once you have gathered all the information required please send to Key Travel's visa department

Key Travel
Visa Department
1st Floor
28-32 Britannia Street
London
WC1X 9JF

We recommend you use a secure delivery, such as Royal Mail Special Delivery, DHL or TNT

Once our visa department has received your application you will be notified by email on the process of your application in three separate stages

- Submission at the embassy
- Collection of the visa
- Despatching of the visa

Our visa department will contact you if further documentation is required.

Our visa department is committed to offering you a secure and easy service in the process of your visa.

Sincerely,

Visa Department
Key Travel
www.keytravel.co.uk



KEY TRAVEL

Mongolia

7 Kensington Court
London
W8 5DL

Tel: 0207 937 0150
Fax: 0207 937 1117

Opening times: Monday – Friday 09:00- 15:00

Website: <http://www.embassyofmongolia.co.uk>

Important Information

- WARNING - UK nationals now require a visa prior to entering Mongolia
- Whilst Key Travel do everything possible to ensure that the visa is issued correctly we have no control over the embassies decision on the type or length of visa issued. Embassies are within their rights to refer any visa applications to the government authorities of their country.

Business Visa Requirements

Visa Application Form

- One fully completed online application form
- Click the following link to complete the online application form <http://www.consuls.net>
- Please also include a photocopy of completed form.

Passport – The applicant's actual passport - This must

- Must be valid for at least six months beyond exit date
- Must have at least one blank visa pages.



Photographs

- One passport size photographs
- Must be on a white background
- Be taken within the last six months
- Scanned and printed photographs will not be accepted. Key Travel recommends using a photo booth

UK Business Letter - A letter from the applicant's employer

- Must be on company headed paper and be addressed to the embassy.
- Include the applicant's full name.
- Include the name of the organisation to be visited.
- Specify the type of visa applying for.
- Include who is financially responsible for applicant.
- Signed by someone other than the applicant i.e. Company director or HR department
- An example can be found within the visa pack.

Letter of Invitation - from the company the applicant is visiting. A copy is acceptable.

- Be on company headed paper and be addressed to the embassy.
- Include the full name of the applicant
- State the purpose of journey
- Specify the type of visa and number of entries required.
- *The letter of invitation must be approved by the Ministry of Foreign Affairs*

Travel Arrangements

- Copy Flight Itinerary (please note this does not have to be a confirmed booking)

Exceptions for Non UK passport holders:

- If you do not hold a EU passport you need to provide proof of residency in the UK in form of valid UK visa. It can be stamped in your passport or another document.
- Does not apply to EU Nationals

Key Travel Booking Form

- Please ensure this form is completed.
- Please include name and email address of the person who wishes to be contacted regarding the application.
- If applicable for invoices please ensure a purchase order number is provided.
- This form can be found within the pack.



Processing Time

- Standard – 6 working days
- Express - 2 Days

Fees

| <i>Visa Type (Validity)</i> | <i>Standard Service</i> | <i>Express</i> |
|-----------------------------|-------------------------|----------------|
| Single Entry (3 months) | £88.00 | £132.00 |
| Double Entry (3 month) | £103.00 | £147.00 |
| Multiple Entry (6 month) | £118.00 | £162.00 |

Please note there are Key Travel handling charges in addition to the consular fees above. Please contact your dedicated reservations team for further information

All fees quoted are subject to alteration by the embassy concerned. The embassy has the right to ask you to provide additional documentation to support your application

The embassy and Key Travel recommends that you do not confirm your flights prior to obtaining a valid visa

Tourist Visa Requirements

Visa Application Form

- One fully completed online application form
- Click the following link to complete the online application form <http://www.consuls.net>
- Please also include a photocopy of completed form.

Passport – The applicant's actual passport – This must

- Must be valid for at least six months beyond exit date
- Must have at least three blank visa pages.

Photographs



- Two passport size photographs
- Must be on a white background
- Be taken within the last six months
- Scanned and printed photographs will not be accepted. Key Travel recommends using a photo booth

Travel Arrangements

- Copy Flight Itinerary (please note this does not have to be a confirmed booking)
- Hotel Confirmation (if a hotel confirmation cannot be provided then a recent bank statement will be sufficient)

Exceptions for Non UK passport holders:

- If you do not hold a EU passport you need to provide proof of residency in the UK in form of valid UK visa. It can be stamped in your passport or another document.
- Does not apply to EU Nationals

Key Travel Booking Form

- Please ensure this form is completed.
- Please include name and email address of the person who wishes to be contacted regarding the application.
- If applicable for invoices please ensure a purchase order number is provided.

Processing Time

- Standard – 6 working days
- Express – 2 Working Days

Fees



| <i>Visa Type (Validity)</i> | <i>Standard Service</i> | <i>Express</i> |
|-----------------------------|-------------------------|----------------|
| Single Entry (3 months) | £88.00 | £132.00 |
| Double Entry (3 month) | £103.00 | £147.00 |
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Please note there are Key Travel handling charges in addition to the consular fees above. Please contact your dedicated reservations team for further information

All fees quoted are subject to alteration by the embassy concerned. The embassy has the right to ask you to provide additional documentation to support your application

The embassy and Key Travel recommends that you do not confirm your flights prior to obtaining a valid visa

МОНГОЛ УЛСЫН ВИЗИЙН МЭДҮҮЛЭГ

VISA APPLICATION FOR MONGOLIA

3*4 photo (taken within the last six months)
3*4 өнгөт зураг (сүүлийн 6 сард авахуулсан зураг байна)

Санамж: Визийн мэдүүлгийг бөглөхийн өмнө сайтар уншиж танилцана уу.
Please read carefully before you fill in.

| | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|--|--|--|--|--|--|--|--|--|--|--|---|--|--|--|--|--|--|--|--|
| 1. Овог/ Surname (as in passport)/ | 2. Өөрийн нэр/ Given and Middle names (as in passport)/ | <p>Энэ хэсгийг виз олгогч ажилтан бөглөнө. /For for official use only/</p> <p><u>Визийн зөвшөөрөл олгосон газар /хувийн урилга/ зөвшөөрлийн дугаар</u></p> <p>.....</p> <p><u>Олгосон визийн ангилал</u></p> <p>.....</p> <p><u>Байх хугацаа</u></p> <p>.....</p> <p><u>Визийн ялгаа</u></p> <p><input type="checkbox"/> Орох</p> <p><input type="checkbox"/> 2 удаа орох</p> <p><input type="checkbox"/> Гарах-орох</p> <p><input type="checkbox"/> 2 удаа гарах-орох</p> <p><input type="checkbox"/> Олон удаа 1 жил</p> <p><input type="checkbox"/> Олон удаа 6 сар</p> <p><input type="checkbox"/> Дамжин өнгөрөх</p> <p><u>Олгосон визийн дугаар</u></p> <p>.....</p> <p>Виз үйлдсэн ажилтан:</p> <p>.....</p> <p>Нэр</p> <p>.....</p> <p>/Гарын үсэг/</p> <p>Баталгаажуулсан албан тушаалтан:</p> <p>.....</p> <p>Нэр</p> <p>.....</p> <p>/Гарын үсэг/</p> <p><u>Он сар өдөр</u></p> <p>.....</p> | | | | | | | | | | | | | | | | | | | | |
| 3. Иргэний харьяалал/ Current nationality(ies)/ | | | | | | | | | | | | | | | | | | | | | | |
| 4. Төрсөн он сар өдөр/ Date of birth/ (year-month-day) <table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table> | | | | | | | | | | 5. Төрсөн газар/ Place and country of birth/ | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| 6. Хүйс/ Sex/ <input type="checkbox"/> Эр/Male <input type="checkbox"/> Эм/Female | 7. Гэрлэсэн байдал /Marital status/ <input type="checkbox"/> Single <input type="checkbox"/> Married | | | | | | | | | | | | | | | | | | | | | |
| 8. Ажил, мэргэжил /Profession & Occupation/ | Address Street City Country Phone/ Fax | | | | | | | | | | | | | | | | | | | | | |
| 9. Өөрийн улс дахь гэрийн хаяг, утасны дугаар / Permanent address and telephone number in your home country/ Address: Telephone number: | | | | | | | | | | | | | | | | | | | | | | |
| 10. Паспортын төрөл/ Type of passport / <input type="checkbox"/> Энгийн/Ordinary <input type="checkbox"/> Дипломат/Diplomatic <input type="checkbox"/> Албан/Service <input type="checkbox"/> Аяллын бусад баримт бичиг/ Other travel document (please specify): | | | | | | | | | | | | | | | | | | | | | | |
| 11. Паспортын дугаар/ Number of passport/ <table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table> | | | | | | | | | | | | | | 12. Дуусах хугацаа/ Valid until/ (year-month-day) <table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table> | | | | | | | | |
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| | | | | | | | | | | | | | | | | | | | | | | |
| 13. Монгол Улсад хүлээн авах хувь иргэн, аж ахуйн нэгж байгууллагын нэр, хаяг /Name and address of host person or organization in Mongolia/ Company name: Address: | | | | | | | | | | | | | | | | | | | | | | |
| 14. Монгол Улсад байх таны хаяг, утасны дугаар / Your home address and telephone number in Mongolia/ Address: Telephone number | | | | | | | | | | | | | | | | | | | | | | |
| 15. Аяллын зорилго/ Purpose of travel/ <input type="checkbox"/> Жуулчлал/Tourism <input type="checkbox"/> Албан/Business <input type="checkbox"/> Суралцах/ Study <input type="checkbox"/> Ажиллах/Employment <input type="checkbox"/> Гэр бүлдээ зочлох/Visiting or joining family <input type="checkbox"/> Дамжин өнгөрөх/Transit <input type="checkbox"/> Хувийн/Private <input type="checkbox"/> Бусад/Other | | | | | | | | | | | | | | | | | | | | | | |
| 16. Хилээр нэвтрэх тоо / Number of entries requested/ <input type="checkbox"/> Нэг удаа/ Single <input type="checkbox"/> Хоёр удаа/ Double <input type="checkbox"/> Олон удаа/ Multiple entries | | | | | | | | | | | | | | | | | | | | | | |

17. Хамт яваа 16 хүртэлх насны хүүхэд/ Children under 16 years travelling with you/
 Паспорт тус бүрт виз мэдүүлэх өргөдөл бөглөх шаардлагатай.

| | Иргэний харьяалал/ Current nationality(ies)/ | Овог/Surname/ | Нэр/Given name/ | Төрсөн он сар өдөр /Date of birth/ | Тантай ямар хамааралтай болж /Relationship to Applicant / |
|---|---|---------------|-----------------|--|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |

(Applications must be submitted separately for each passport)

**18. ТА ДАРААХ АСУУЛТАНД ХАРИУЛНА УУ.
PLEASE READ AND GIVE ANSWERS TO THE FOLLOWING QUESTIONS.**

A. Танд урьд нь Монгол Улсын дипломат төлөөлөгчийн газраас виз олгохоос татгалзаж байсан эсэх ?
Have you ever been refused a visa at a Mongolian diplomatic mission?

Yes..... No

B. Өөр нэрээр Монгол Улсын виз мэдүүлж байсан эсэх?
Have you ever applied for Mongolian visa with a different name?

Yes..... No

19. Энэхүү өргөдлийг виз мэдүүлэгчийн өмнөөс өөр хүн бөглөж байгаа бол тухайн иргэн энэ хэсгийг бөглөнө үү.
/Please complete this section if you are filling this form on behalf of visa applicant/

1. Энэхүү өргөдлийг бөглөсөн хүний овог
нэр.....
/Name of person completed the form/

2. Өргөдөл гаргагчтай ямар
хамааралтай.....
/Relationship to the applicant/.

3. Таны хаяг, утасны
дугаар.....
/Address and phone number/

4. Гарын үсэг.....
/Signature/

I agree to my person data on this application form being communicated to the appropriate authorities of Mongolia if necessary for the issue of visa

I declare that to the best of my knowledge the above particulars are correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of visa already granted and may also render me liable to prosecution under the law of Mongolia.

I undertake to leave the territory of Mongolia upon the expiring date of the visa, if granted.

I realize that possession of a visa is only on or the prerequisite for entry into the territory of Mongolia.

I would get registered within 7 days after my arrival in Mongolia at the Immigration Agency and get deregistered before the departure at same office, if my stay length over thirty days.

Миний бие дээр мэдүүлсэн мэдээллийг үнэн зөв болохыг баталж байна. Буруу, ташаа мэдээлэл өгсөн нь Монгол Улсад нэвтрүүлэхээс татгалзах болон виз олгохгүй байх шалтгаан болно гэдгийг ойлгож байна.

I hereby declare that the statement given above is true and correct. I understand that any false or misleading statement may result in the permanent refusal of a visa or denial of entry into Mongolia.

Өргөдлийг үнэн зөв мэдүүлэгчийн гарын үсэг
/Applicant's signature/

Он сар өдөр.....
Date(year-month-day)



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Example

Example of a Business Letter

When applying for a business visa, consulates usually require a letter from the applicant's company. This letter should be as specific as possible, so please include all the details available to you. The main points are listed here and an example of business letter follows.

Main Points

- Must be addressed to the consulate for which the application is being made
- Must be on company headed paper
- Be dated, which a date of no older than 1 month from date of submission
- Name of the employer (as stated on passport) travelling on behalf of the company
- Length of stay in the country with dates of entry and exit
- Type of visa and number of entries that are required
- Specific purpose of travel
- Name and address of the company or companies to be visited, and contact details of the host
Travel arrangements (if known)
- Statement of financial responsibility for expenses incurred during the trip

Please note that Consulates prefer the original Business Letter. For Example:

Visa section
Kenya Consulate
London

Date:

Dear Visa Officer,

Re: *Name of traveller*

Would you kindly grant a (single/double/multiple entry) business visa for our employee MR JOE BLOGGS, who is required by this company to travel to -----on the (day/month/year?)

The Purpose of his/her journey is to conduct business discussion with MR SMITH in our Nairobi office, the address of which is -----

He/she intends to stay for approximately (number of days). He will be in receipt of a return ticket and all expenses for his journey will be met by us.

Should you wish to discuss this application further please do not hesitate to contact me.

Yours faithfully
A Wright



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Visa Booking Form

Please ensure that this form is thoroughly completed for your visa to be processed. **All Fields must be completed.**

| | |
|---------------------------------|--|
| Country & Type of Visa Required | |
|---------------------------------|--|

Important Travel Dates

| | | | |
|--|--|-------------------|--|
| *Date Passport must be back in your Possession | | Date of next Trip | |
|--|--|-------------------|--|

***Express/Normal Processing** I understand that the visa will be processed to meet the date above and will incur express or emergency surcharges. Delete where applicable?

Do you have a flight reference number ? YES / NO

if yes please provide reference number _____

Traveller Information

| Name (As in Passport) | |
|-----------------------|--|
| 1 | |
| 2 | |
| 3 | |
| 4 | |

Contact Information—Who do we contact in connection with your application?

| Name of Organisation | Contact name | Contact Email | Contact Tel |
|----------------------|--------------|---------------|-------------|
| | | | |

Form of Payment. Please tick relevant option and provide details. Please note that if payment details are not provided, this will result in a delay in the release of the passport and visa.

Option 1 - Invoice Please note that we can only send an invoice if you hold a credit account with Key Travel

Please provide the applicable codes

| Purchase Order | Budget Code | Cost Centre | Authority Code | Other Please name and provide |
|----------------|-------------|-------------|----------------|----------------------------------|
| | | | | |



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Option 2 - Credit/Debit Card

Credit Card

Debit Card

| Name on card | Card Number | Start Date | Expiry Date | Issue no | Security No |
|--------------|-------------|------------|-------------|----------|-------------|
| | | | | | |

Return Instructions - Send my passport and visa to the following address

| |
|---|
| <p>Please provide full delivery address.</p> <p>Name: : _____</p> <p>Company Name : _____</p> <p>Address: _____</p> <p>Postcode: _____</p> |
|---|

By the following method

| Delivery Option | Information | Please select one option |
|---|--|--|
| Bike | Fees vary depending on postcode | |
| Royal Mail Special Delivery <i>Next working day by 1pm</i> | We only send passports by Special Delivery if we have 3 clear working days. This is a next working day service | |
| Royal Mail Special Delivery | Saturday Service by 9AM | |
| DHL Overnight service | By 9:00 By 12:00 By 17:00 | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| DHL Overseas service | Please contact us for a quote | visa@keytravel.co.uk |
| Collect from Key Travel London office | Office hours are 8.45am - 17:30pm | |



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- We will always endeavour to process your application within the permitted timescales, however, we are subject to passport office / embassy approval and conditions / requirements can change without any prior warning. We recommend you confirm your flights after obtaining your visa to avoid any cancellation penalties for which Key Travel cannot be held responsible.
- Key Travel shall not be held liable for any of the following:
- Any loss, damage or delay to any documents whilst in the possession of any embassy, consulate or government office.
- The refusal of any embassy, consulate or government office to accept documents presented.
- The issue of incorrect visas, dates and terms, by any embassy, consulate of government office.
- Any loss, damage or delay caused by subcontractors (e.g. DHL, Royal Mail) in the delivery of documents.

I have read and agreed to the above selected options:

Signature: _____ Date: _____