



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

- Your original valid signed passport. It must have at least two blank pages marked "Visas" side by side and more than six months before expiry.
- One visa application 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.
- Two identical passport-style (2"x2") photographs taken within the last 6 months (must be on photo paper and have a plain white background). Attach photos to the application with a paper clip or leave loose; do not staple.
- Copy of flight itinerary showing applicant's name.

BUSINESS and FLIGHT CREW TRAVELERS must also include:

- A letter from their U.S. company explaining the purpose of their trip and providing a financial guarantee. The letter must bear the original pen-to-paper signature of a company representative other than the applicant. A sample letter 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/>.
- A letter of invitation from the sponsor or host in Egypt (company to be visited, hotel, tourist company, or private host).
- A notarized letter from your employer confirming employment and that you will return to work after the trip to Egypt.

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: 855.266.0701, 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**

- As of May 2015, US citizens visiting Egypt for tourism are no longer able to obtain visas at the airport upon arrival unless they are part of a group tour organized by an Egyptian tour operator. Tourists must obtain visas in advance of travel.
- Business and Flight Crew travelers must obtain visas in advance of travel.
- Travelers of certain nationalities may be requested to appear in person at the consulate for the collection of biometric data.

**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.
- Complete details of G3's Privacy, Cancellation, Payment, and Shipping Policies are available at [www.g3visas.com/Policies.html](http://www.g3visas.com/Policies.html).
- 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.



Send to: G3 Global Services  
 Attn: Visa Department  
 60 East 42nd Street, 4th Floor, Suite 457  
 New York, NY 10165  
 888.448.4727 | NYC@g3visas.com

**NEW YORK  
EGYPT**

*There is No Substitute for Experience.*

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

**Consular Fees for Visa Processing**

Visa Type	Mission Critical 11 Business Days	Priority 14 Business Days	Expedited 16 Business Days
Single Entry Tourist	<input type="checkbox"/> \$20.00	<input type="checkbox"/> \$20.00	<input type="checkbox"/> \$20.00
Multiple Entry Tourist	<input type="checkbox"/> \$20.00	<input type="checkbox"/> \$20.00	<input type="checkbox"/> \$20.00
Single Entry Business or Flight Crew	<input type="checkbox"/> \$30.00	<input type="checkbox"/> \$30.00	<input type="checkbox"/> \$30.00
Multiple Entry Business or Flight Crew	<input type="checkbox"/> \$45.00	<input type="checkbox"/> \$45.00	<input type="checkbox"/> \$45.00

**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**, 60 E. 42nd Street, 4th Floor, Suite 457, New York, NY 10165  
 212.433.1356 Phone | 888.448.4727 Toll Free | 646.666.7670 Fax | NYC@g3visas.com

[www.g3visas.com](http://www.g3visas.com)

Applicable Fees



Send to: G3 Global Services  
 Attn: Visa Department  
 60 East 42nd Street, 4th Floor, Suite 457  
 New York, NY 10165  
 888.448.4727 | NYC@g3visas.com

**NEW YORK  
EGYPT**

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

*Because you deserve it.*  
[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



Consulate of  
**THE ARAB REPUBLIC OF EGYPT**

1110 Second Avenue Suite 201  
New York, NY 10022

**TWO PHOTOS  
(SIZE: 2X2)**

**VISA APPLICATION**

FIRST	M.I.	FAMILY NAME	PASSPORT NO.	PLACE OF ISSUE
DATE OF BIRTH (MO/DA/YR)		PLACE OF BIRTH	DATE OF ISSUE(MO/DA/YR)	EXPIRATION DATE (MO/DAY/YR)
PRESENT NATIONALITY		ORIGINAL NATIONALITY	PURPOSE OF YOUR TRIP	
PROFESSION		MARITAL STATUS	DATE OF DEPARTURE FROM USA	
COMPLETE HOME ADDRESS AND TELEPHONE NO.			EXPECTED PORT OF ENTRY AND DATE OF ARRIVAL IN EGYPT	
			HOW LONG WILL YOU STAY IN EGYPT?	
BUSINESS ADDRESS AND TELEPHONE NO. IN USA OR REFERENCE IN USA			HOW MANY TIMES ARE YOU PLANNING TO ENTER EGYPT?	
NAME, ADDRESS OF REFERENCE IN EGYPT (RELATIVE / FRIEND/BUSINESS)			HAVE YOU EVER BEEN TO EGYPT? IF SO, WHEN?	

**OFFICE HOURS: Monday to Thursday 9:00AM to 2:00PM; Friday 9:00AM to 1:15PM and 2:15PM to 3:15PM**

**REQUIREMENTS** (*Incomplete requirements will delay the visa process*):

- Duly filled and signed Visa Application Form
- TWO (2) passport size photos (size 2x2), with WHITE background. Person must be facing directly at the camera showing both ears.
- PASSPORT (valid for 6 months from date of entry to Egypt)
- FEE- \$ 15 per passport for US Citizen in **CASH, USPS Money Order or cashier's check payable to Egyptian Consulate**. Other checks or credit cards are not accepted.  
**For other nationalities, please contact the Consulate for fees and other requirements.**
- For Non-American, photocopy of green card.
- For Business Visa: a letter from the company stating purpose of the trip and financial guarantee of the company.

**APPLICANTS BY MAIL:**

Send the above requirements (we need the **original passport**) with a self-addressed, prepaid envelope for the return of passport/s. If sending via USPS- e.g. Express Mail, Priority Mail with confirmation, please send proper postage. Do not send metered stamps. Couriers e.g. Airborne, DHL, Fedex with company accounts are acceptable, **WE DO NOT ACCEPT CREDIT CARD ACCOUNT NUMBERS.**

*The Consulate is not responsible for the return of any document/s or passport/s by mail or any loss, delay or damage that may occur in the mailing of document/s or passport/s.*

**IMPORTANT NOTICE:**

- CUSTOMS DECLARATION:** There is no limit on the amount of currency which the visitors may bring to Egypt, however, they must declare the currency and amount on Form D upon arrival and departure with bank receipts. If you are carrying **Egyptian Currency**, it should not exceed 5,000 L.E.
- HEALTH CERTIFICATE:** Required only if traveler is coming from an infected area.
- VALIDITY:** Tourist visas are valid for 6 months from date of issue. Business visas are valid for 6 months from date of issue.
- WORK:** Holders of tourist visas are not allowed to work in Egypt.
- PROCESSING TIME:** 5 business days. By mail is 7-10 working days, excluding mailing time.
- Incomplete requirements will delay the visa process.

**FOR CONSULAR MATTERS PLEASE CONTACT THE EGYPTIAN CONSULATE IN THE U. S. NEAREST YOU.**

**Egyptian Consulate - Chicago**

500 N. Michigan Ave., 19<sup>th</sup> Floor, Ste 1900  
Chicago, IL 60611 Tel. No. (312) 828-9162  
Illinois-Indiana-Iowa-Michigan-Kentucky  
Minnesota-Nebraska-N. & S. Dakota- Wisconsin

**Egyptian Consulate - Houston**

1990 Post Oak Blvd. Suite 2180  
Houston, TX 77056 Tel.No. (713) 961-4915  
Alabama-Arkansas-Colorado-Kansas-Louisiana  
Mississippi-Missouri-New Mexico-Oklahoma

**Egyptian Consulate - New York**

1110 Second Avenue Ste.201 (bet. 58 & 59 Sts.)  
New York, NY 10022 Tel. No. (212) 759-7120  
Connecticut-Maine-Massachusetts-New Hampshire  
New Jersey-Ohio-Pennsylvania-Puerto Rico-Rhode Island  
Vermont-New York

**Egyptian Consulate - Washington**

3521 International Court, NW  
Washington, DC 20008 Tel. No. (202)966-6342  
Delaware-Florida-Georgia-Maryland-  
N & S Carolina- Virginia-Washington DC-W Virginia

**Egyptian Consulate - Los Angeles**

4929 Wilshire Blvd.  
Los Angeles, CA 90036 Tel. No. (323) 933-9700  
Alaska, Arizona-California-Idaho-Hawaii  
Montana-Nevada-Oregon-Washington-Wyoming-Utah

**I CERTIFY THAT ALL THE STATEMENTS ARE TRUTHFUL AND THAT I AM FULLY AWARE OF ALL REGULATIONS NOTED ABOVE:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**I CERTIFY THAT I RECEIVED MY PASSPORT IN GOOD FORM SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



## Sample Business Letter From U.S. Company

\*\*\*\*\*Please print your business letter on company stationery.\*\*\*\*\*

November 15, 2014

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, February 2 through February 15, 2015 *(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.\*\*\*\*\*

November 15, 2014

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: January 11, 2015      Date of Arrival #2: *(add if applicable)*  
Airport of Arrival: *City*  
Aircraft/Flight: N506AB

Date of Departure #1: January 15, 2015      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