

## ***IMPORTANT PASSPORT AND VISA INFORMATION FOR VISITING VIETNAM***

**Cox & Kings** is pleased to provide its travelers with information and forms to obtain the necessary travel documentation for entry into Vietnam.

A passport, valid for at least six months beyond the length of stay in Vietnam, is required, as well as visas, which provide for entry and exit. Vietnamese tourist visas are stamped in passports; and, in general, the Vietnamese consulate requires one clean visa page (not amendment page) for each visa stamp.

If U.S. citizens need assistance in securing a new or renewal passport, or additional visa pages to your passport, please contact CIBT at 1-800-406-1523, Monday - Friday, 9:00am - 5:00pm, CST (email: [customerservice@cibt.com](mailto:customerservice@cibt.com)). Information on current State Department requirements, forms, and fees will be provided to you at the time of your call. **NOTE:** *Expedited* passport processing normally takes 5-10 business days, and visa processing can only commence after passport processing is concluded. Please be sure you contact CIBT for specific information in urgent situations prior to forwarding your documentation.

Requirements, forms, and fees for U.S. citizens, which are subject to change without notice, are given on the attached "VISA ORDER FORM." Travelers who are not U.S. citizens can call CIBT at 1-800-406-1523 for nationality specific information and requirements.

Please use the checklist in the "Requirements are Per Person" section of the Visa Order Form to correctly identify the documentation that should be forwarded to the CIBT office. Please remember to include the appropriate shipping and handling charges in your total. All passports are returned via FedEx to the address you provide in the "Return Shipping Address" section and require a signature for delivery/receipt.

Please complete all questions in block lettering on the enclosed visa application forms, and sign the forms using blue or black ink. Please refer to the guidelines on the following page in answering all blanks on the forms. Then, attach required number of photographs (as indicated on the Visa Order Form), where applicable.

**Photograph guidelines: approximately 2" x 2", black and white or color, official passport-type presenting a full frontal facial view on a white or clear background, and should be recent enough to represent a good likeness of the passport holder.**

Please do not send your documentation to the CIBT office **more than 30 days prior** to your tour departure. The approximate processing time required to obtain your requested visas (DO NOT include shipping days to and from the CIBT office):

Vietnam:                      14 business days

Please calculate the total number of days required to process your travel documentation requests (either visas alone or passport/visas together), and consider the date you forward documentation *to the CIBT office* and the date you require the passport *to be returned to you prior to your tour departure*. Then indicate either "normal" or "rush" processing time/fees on the Visa Order Form for either one or two travelers.

NOTE: If you have traveled to the country(ies) indicated as requiring visa(s) in this Visa Information Brochure, please review your passport for an existing multiple-entry visa that may still be valid for the dates of this trip. Please be advised that upon receipt of your documentation package in the CIBT office, CIBT will initiate processing of the requested visa(s). If a visa(s) is not granted due to a pre-existing valid visa, etc., applicable consular fees may be charged, and a \$25 CIBT "stop process" fee will be assessed, per passport.

CIBT will not be able to provide guidance on the validity of visas without actually receiving and reviewing your passport.

**APPLICATION INSTRUCTIONS:** The following information is meant to serve as a guide in completing certain questions on your visa application forms. Please complete in block lettering and answer all questions.

- No. 1** Please provide your full name as it appears in your passport.  
**No. 6** **ISSUED BY:** Please write **“U. S. Passport Agency”** (if issued in the U.S.) or **“U. S. Embassy”** (if issued abroad).  
**No. 7** If retired, so indicate; otherwise, please provide your current job or occupation.  
**No. 9** If U.S. Citizen please write **“N/A.”**  
**No. 12** Please provide date of your entry and exit from Vietnam, according to your itinerary.  
**No. 14** Please provide the names of the first and last cities you will visit in Vietnam, according to your itinerary.

### ***DID YOU SIGN AND DATE YOUR APPLICATIONS?***

**IMPORTANT NOTE:** When visas are required they are necessary entry documents, but they do not guarantee entry into a country. The Immigration Officer at the point of arrival will review visas and/or other documents and make a determination as to whether entry will be permitted, the purpose of entry and the length of stay.

Vaccinations are not required unless travel is through an infected area. Any country visited afterwards may require a vaccination. We recommend that you consult with your personal physician for his/her health recommendations for your entire trip.

In engaging the services of CIBT, Inc. ("CIBT") the customer acknowledges and agrees to the following. CIBT cannot and does not accept responsibility for any loss of or damage to customer's passport, visas or other documents due to causes beyond its control or while in possession of third parties other than CIBT, including but not limited to courier services, delivery services, portal services or any embassies or consulate offices, or any expenses, losses or other damages of any kind incurred by anyone as a result of any loss or of damage to such documents. Requirements for issuance of passports and visas are established by sovereign nations and are subject to change without notice. CIBT cannot and does not guarantee that information it supplies on a country's requirements is the most current and complete. Issuance of a passport or visa is a decision of the country to which application is made. Issuance of a visa does not guarantee entry into a country. CIBT assumes no liability for a country's decision to issue a passport or visa, or whether to permit entry, or for delays encountered in processing an application. The customer is responsible for verifying that the issued visa(s) will be valid as of the date(s) of his or her entry into the applicable country or countries.





# CIBT VISA ORDER FORM

2233 Wisconsin Avenue, Suite 215  
Washington, DC 20007

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

800-406-1523

Please send the following documents to CIBT. We suggest you use a service which provides tracking of your package. You are responsible for the cost of shipping your package to CIBT.

**REQUIREMENTS ARE PER PERSON:**

- YOUR PASSPORT**, signed and valid for 6 months beyond your length of stay in Vietnam.
- Copy of Travel Itinerary.
- One (1) completed and signed Vietnam visa applications (enclosed).**  
Date(s) you are entering Vietnam \_\_\_\_\_ (list ALL dates of entry). Vietnam tourist visas are valid for thirty days from date of issue. It is necessary to verify that the issued visa(s) will be valid as of the date(s) of your entry into Vietnam.
- One (1) photo**, black and white or color, regular passport type (2" x 2"). Please staple one photo, where indicated, to each application.
- A copy of your travel itinerary.**
- One complete copy of all documents listed above, including the passport information pages.**
- This completed "VISA ORDER FORM," for one traveler or two individuals traveling together.
- Your check made payable to CIBT or credit card information** (see GRAND TOTAL below).
- Credit Card Type & #:** \_\_\_\_\_ **Credit Card Expiration Date:** \_\_\_\_\_
- Name as it appears on card:** \_\_\_\_\_
- Billing address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_
- Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**RETURN SHIPPING ADDRESS: (No P.O. boxes, please)**

Address:		
City:	State:	Zip Code:
Date I <b>MUST</b> have passport at above address: / /		

Date **THIS TOUR** Departs U. S.: / /

Home Phone: ( )	
Day Phone: ( )	Fax: ( )
E-mail address:	

**TRAVELER 1**

Last Name:	First:	Citizen of:	Date of Birth: / /
Passport #:	Passport Expires: / /	Mother's Maiden Name:	

**TRAVELER 2**

Last Name:	First:	Citizen of:	Date of Birth: / /
Passport #:	Passport Expires: / /	Mother's Maiden Name:	

**Processing Requirements and Fees Per Person (IN U.S. DOLLARS) are subject to change without notice:**

Country	Traveler 1 (X)	Traveler 2 (X)	Normal Processing 14 or More Business Days	Rush Processing Less Than 14 Business Days	AMOUNT ENCLOSED
<b>Vietnam- U.S. citizen – Single Entry</b>			\$110.00	\$162.00	
<b>Vietnam – U.S. citizen – Multiple Entry</b>			\$195.00	\$265.00	

If you need additional visa pages added in your U.S. passport, please contact CIBT for current requirements and fees.

**SHIPPING & HANDLING:** includes shipping from our office to address indicated above.

	Normal Shipping (2-day Economy)	Rush Shipping (Overnight)	AMOUNT ENCLOSED
<b>To single street address in the continental U.S.</b>	\$19.00 per address	\$24.00 per address	
<b>To Puerto Rico, Alaska, and Hawaii</b>	\$38.00	\$48.00	
<b>To outside U.S., Puerto Rico, Alaska and Hawaii</b>	\$48.00	\$58.00	
<b>Shipping &amp; Handling fees must be included for processing and delivery of travel documents.</b>			
<b>GRAND TOTAL:</b>			<b>\$</b>