

## Algeria Visa Checklist

USCCC can process Business Visas (B Visa) for applicants who are invited to Algeria for business purposes.

Processing of Algerian visas happens in one of two locations, New York or Washington DC. The location where your visa is processed is determined by your state of residence. Please see the lists below to determine at which Consulate your application should be submitted:

- Washington DC Embassy – Delaware, District of Columbia, Maryland, North Carolina, South Carolina, Virginia, and West Virginia
- New York Consulate – All states except those falling within the Washington DC jurisdiction

As invitation letters from Algeria must be addressed to the appropriate Consulate and sent to the Consulate by inviters in Algeria, it is important to know which jurisdiction an applicant falls in. If you have any questions about jurisdiction, please contact our office at (312) 368-9911 or [info@usccc.org](mailto:info@usccc.org).

Please assemble all of the following documents and send it to our office at:

ATTN: Mai Hoang  
U.S.-China Chamber of Commerce  
55 W. Monroe Street, Suite 630  
Chicago, IL 60603  
Phone: (312) 368-9911

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### For Business Visa:

- Valid passport
  - The expiration date must be greater than six months from the date of entry for the visa you are applying for
  - There must be at least two blank pages
- Two (2) Completed and Signed Application Forms
  - The entire application must be filled out. Please select the correct application form (Washington DC or New York) depending on the jurisdiction you fall within
  - All application forms MUST be typed. Handwritten forms are not accepted.
  - Please complete section about parents. If parents are deceased, you must still give your parents' full name. Writing 'deceased' will not be accepted.
  - Arrival date on the business letter, travel itinerary, and application form must all match
- Two recent passport-style color photos, with full face, front view, no hat and against a plain white background.
  - It should be about 2x2 inches
  - It must be on glossy photo paper
  - Please write applicant's first and last name on back of photo in pencil

- Go to your local CVS, Walgreens, or Kinko's to get your picture taken

- Business Letter from Applicant's Company in US (see attached sample)
  - The letter should be written on company letterhead and be signed by a manager or senior level executive
  - Must include full name and title of applicant, applicant's passport information, description of purpose of trip, dates of exit and entry, and the name and contact information for the sponsoring person/company in Algeria
  - The letter must state who will be financially responsible for the trip and guarantee return transportation and sufficient funds for the trip
  - Letter must be addressed to the Consulate General of Algeria in New York (for New York jurisdiction) or to the Embassy of Algeria in Washington DC (for Washington DC jurisdiction)
  - **This must be an original letter**

- Invitation Letter from Sponsoring Company in Algeria
  - The original invitation letter must be faxed to the appropriate Consulate/Embassy by the inviting company in Algeria. A copy of the letter must also be submitted with the rest of the application materials.
  - The invitation letter should be written on Algerian inviter's company letterhead and must be addressed to the Consulate General of Algeria in New York (for New York jurisdiction) or to the Embassy of Algeria in Washington DC (for Washington DC jurisdiction)
  - Must include the name and title of the visa applicant and provide a detailed description of the purpose of the visit, the probably duration of the stay, organizations and places to be visited, indicate who will be financially responsible for the applicant and provide the contact information in Algeria.
  - **The original letter must be faxed to the Embassy/Consulate and a copy of the letter is submitted with the application**

- Travel Itinerary or a Copy of a Plane Ticket

- Copy of Hotel Reservations

- Copy of recent bank statement or earning statement to show proof of sufficient funds
  - Account numbers can be blacked out

- Fee Schedule
  - Should include a return address, type of visa, type of service, shipping information (FedEx or UPS Account Number or USCCC account), and payment information

**Non-U.S. Passport Holders Must Include:**

- A notarized copy of a valid permanent resident card (green card) or valid US visa

IMPORTANT: False statements will lead to the application being rejected or to the annulment of a visa already granted.

اللقب Last name .....	الاسم First name .....
الاسم قبل الزواج Maiden name .....	اسم آخر Middle name .....
تاريخ الميلاد Date of birth .....	الولاية المدنية City..... State.....
اسم الأب Father's name .....	اسم الأم Mother's maiden & first name .....
الوضعية العائلية * Marital status (*)	أعزب Single
	متزوج Married
	مطلق Divorced
	أرمل Widow (er)
	ذكر M
	أنثى F
الجنسية الحالية Present Citizenship.....	الجنس Gender (*)
العنوان الشخصي Personal address.....	رقم هاتف البيت Home phone .....
E-mail.....	رقم هاتف الهاتف Cell phone .....
Husband-wife (6) زوج	
اللقب Last name (Maiden name for wife).....	الاسم First name .....
تاريخ الميلاد Date of birth .....	الولاية المدنية City..... State.....
Children الأطفال to be filled when they travel with you لا يملأ الا في حالة سفر الأولاد	
الاسم و اللقب Last & First name	تاريخ الميلاد Date of birth DAY / MONTH / YEAR
	مكان الميلاد Place of birth
	الجنسية Citizenship
Type of travel document جواز سفر عادي Ordinary passport	طبيعة وثيقة السفر وثيقة أخرى (توضيح) other document (give precision).....
رقم Number.....	يصدر في Issued on.....
	ينتهي في Expire on.....
تأشيرة مطلوبة للدخول { * } Visa solicit for (*)	مرة واحدة 1 entry
	مرتين 2 entries
	عدة مرات several entries
المهنة Occupation.....	المستخدم Employer .....
العنوان المهني Address of employer .....	رقم هاتف المكتب Office phone .....
في حالة عبور In case of transit	الوجهة النهائية final destination .....
هل لديكم تأشيرة دخول لهذا البلد { * } Do you have visa for this country (*)	نعم Yes
	لا No
العنوان أثناء الإقامة Address during your stay.....	
غرض الإقامة Purpose .....	
اسم الشخص المقصود في الجزائر Name of your contact in Algeria.....	رقم الهاتف Phone.....
مدة الإقامة Length of stay .....	من From .....
	إلى To.....
هل سبق لكم زيارة الجزائر ؟ Have you already visited Algeria? .....	
كم مرة زرت الجزائر ؟ Number of visits.....	في أي تاريخ ؟ when? .....
	مدة الإقامة Length of stay .....
التزم بمغادرة الإقليم بعد انقضاء أجل التأشيرة التي ستمنح لي و بعدم قبول اي عمل ماجور او غير ماجور خلال إقامتي، و بعدم الإقامة بصفة نهائية	
I undertake to leave the Algerian territory at the expiration of the visa which would be granted to me, and to refuse any employment being paid or not, during my stay, and to not establish me there	
هام : تملأه جميع الخانات بحروف واضحة، في حالة خطأ أو عدم ملئ بعض الخانات لن يرد على طلبكم	
IMPORTANT: All categories must be completed in CAPITAL LETTERS in case mistakes or omissions; your application will be rejected	
(*) Put an X in the category corresponding to your answer	
التاريخ، وإمضاء المعني { صاحب الطلب }	
DATE AND APPLICANT SIGNATURE	

الرجاء الصاق الصورة هنا Please you must attach photo here
خاص بالإدارة For office use only
رقم الطلب Application Number
تاريخ الإيداع Received on
عدد مرات الدخول المرخصة Nbr. of authorized entries
مدة الإقامة Duration of stay
الضريبة المستحقة Tax
تاريخ صدور التأشيرة Issued on
التاريخ المحدد للاستعمال Date limit of utilization
رئيس المركز (الامضاء و الختم) Chief of post (Signature and stamp

**BUSINESS INTRODUCTION LETTER FROM U.S. COMPANY  
PRINT ON COMPANY LETTERHEAD**

(Date)

Consulate General of Algeria

Dear Sir/Madam:

On behalf of (Full Name of Applicant, Passport Number, Date of Birth), we are submitting (his/her) valid passport and required visa application materials. We are requesting a (1 Years Multiple Entry) Business Visa for (applicant) since (state reason for applying for visa such as "will be returning to Algeria throughout the next five years") for various business meetings. (Applicant's Last Name) is the (applicant's title) of (applicant's company).

(Applicant's full name) is planning a business visit to Algeria to (state purpose of visit such as "to attend meetings with suppliers"). (He/She) will depart the United States on (date of departure) and will arrive in (location of arrival) on (date of arrival). (He/She) plans to remain in Algeria for approximately (duration of stay). We would greatly appreciate any assistance you can provide us in expediting this process.

While in Algeria, (he/she) will be contacting (applicant's name of contact in Algeria), (contact's title in Algeria) of (contact's company in Algeria). (His/Her) phone number is (contact's phone number), and (his/her) address is: (Contact's address in Algeria)

(Applicant's company) guarantees that (applicant's full name) will have adequate funds in (her/his) possession, as well as confirmed living accommodations and return transportation. (Applicant's company) also guarantees that (he/she) will not become dependent upon the Government of Algeria in any way during the course of (his/her) visit. (He/She) will not be performing any activities that are incompatible with a business visa.

Thank you for your kind assistance in this matter. Please feel free to contact me with any questions at (Signer's phone number) or (Signer's email address).

Sincerely,

(Signer's name)

(Signer's position)

**SAMPLE INVITATION LETTER FROM ALGERIA  
PRINT ON COMPANY LETTERHEAD FROM THE COMPANY IN  
ALGERIA**

(Date)

Consulate General of Algeria

Dear Sir/Madam:

We are inviting (Mr./Ms.) (Applicant's Full Name), the (applicant's title) of (applicant's company), to visit our company (Algerian Company's Name) for (purpose of trip). We are requesting a (1 Year Multiple Entry) Business visa for (Applicant's name) as applicant will need to travel to Algeria several times in the next 1 year. (He/She) will be traveling from (date of entry) to (date of exit). The individual's information is as follows:

Full Name: (Name)

Passport Number: (Passport Number)

Country of Issuance: (Country of Issuance)

Expiry Date: (Passport Expiration Date)

Date of Birth: (Date of Birth)

While in Algeria, (he/she) will be contacting (applicant's name of contact in Algeria), (contact's title in Algeria) of (contact's company in Algeria). (His/Her) phone number is (contact's phone number), and (his/her) address is:

(Contact's address in Algeria)

(Applicant's company) guarantees that we will accept financial responsibility for expense incurred during (applicant's full name)'s visit to Algeria.

Thank you for your kind of assistance in this matter. Please feel free to contact me with any questions.

Sincerely,

(Signer's name)

(Signer's position)

*This letter must be faxed to the Consulate of Algeria and a copy must be included in the application materials.*



中美總商會

# UNITED STATES OF AMERICA-CHINA CHAMBER OF COMMERCE

## Algeria Visa Application Fee Schedule

Name (First, Middle, Last) \_\_\_\_\_

Company \_\_\_\_\_

Return Address\* \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ Email \_\_\_\_\_

Type of Address:  Residential  Commercial/Industrial

For Residential Delivery – Signature Required\*\*:  Yes  No

\* FedEx and UPS cannot deliver to a P.O. Box address.

\*\* Unless otherwise requested, adult signature is required. A person needs to be present to receive the package. Additional charges may apply.

Visa Type and Fee	Quantity	Unit Price	Amount
<b>Consular (Third Party)</b>			
<b>Business Visa and Money Order Fee</b>			
Multiple Entry Visa		\$161.20	
<b>USCCC</b>			
Processing Fee		160.00	
<b>Shipping***</b>			
<input type="checkbox"/> <b>Company/Applicant Shipping Account</b>			
<input type="checkbox"/> FedEx <input type="checkbox"/> UPS Account Number: _____			
<input type="checkbox"/> <b>USCCC Account****</b>		32.50	
<b>Photo (if applicable)*****</b>		3.50	
<b>Sub Total</b>			
<b>Credit Card Processing Fee 4.9% (Input 1 If Paid by Credit Card)</b>		4.9%	
<b>Total</b>			

\*\*\* Additional shipping fees will be charged in order to ship to the Consulate of Algeria or Embassy of Algeria.

\*\*\*\* \$32.50 is an estimate of domestic shipping fees. Shipping fees may be higher. Contact USCCC with any questions about shipping.

\*\*\*\*\* If photo is not enclosed, please email a high resolution passport style photo to [info@usccc.org](mailto:info@usccc.org) for printing.

Payment Information:  Check enclosed for: \_\_\_\_\_  Credit Card

Type of Credit Card:  Visa  MasterCard  American Express

Name as Appears on Credit Card \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Exp Date (mm/yyyy) \_\_\_\_\_