

## Vietnam Visa Checklist

USCCC can process Business Visas (DN or HN Visa) and Tourist Visas (DL Visa). A DN Visa is issued to a person who is invited to Vietnam to work with Vietnamese enterprises. A HN visa is a visa that is issued to a person that is going to Vietnam to attend meetings. A DL Visa is issued to a person who comes to Vietnam for tourism and sightseeing purposes.

Please assemble all of the following documents and send it to our office if applying for traditional visa:

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

If applying for a loose-leaf visa, please email the appropriate documents to:

[info@usccc.org](mailto:info@usccc.org)

Subject: Vietnam Loose leaf visa application

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**For Traditional Visa (Business [DN/HN] or Tourist [DL]), the following documents must be assembled and mailed to our office:**

- 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
  - To be eligible for the 1 year multiple entry visa, U.S. passport holders must have more than one year remaining validity on their passports.
  
- Completed and Signed Application Form (see attached)
  - The application can be filled out by hand or typed
  - The entire application must be filled out.
  - Applications can also be completed online at <http://visa.mofa.gov.vn>. For 'Place of Submission' and 'Place of Collection,' please select 'Viet Nam Embassy in the United States of America' from the drop-down menu.
  
- 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
  - Go to your local CVS, Walgreens, or Kinko's to get your picture taken
  
- Travel Itinerary or a Copy of a Plane Ticket
  
- Photocopy of Driver's License or State ID

- The address on the driver's license must be the same address used on the Vietnam Visa application

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 copy of a green card or valid US visa

\*Please note that the Vietnam Consulate may request additional documents and the processing time is longer for Non-U.S. Passport Holders

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**For Loose-leaf Visas (Business [DN/HN] or Tourist [DL]), the documents can be scanned and emailed to [info@usccc.org](mailto:info@usccc.org):**

Photocopy of valid passport

- The expiration date must be greater than six months from the date of entry for the visa you are applying for
- To be eligible for the 1 year multiple entry visa, U.S. passport holders must have more than one year remaining validity on their passports.

Completed and Signed Application Form (see attached)

- The application can be filled out by hand or typed
- The entire application must be filled out.
- Applications can also be completed online at <http://visa.mofa.gov.vn>. For 'Place of Submission' and 'Place of Collection,' please select 'Viet Nam Embassy in the United States of America' from the drop-down menu.

One recent passport-style color photos, with full face, front view, no hat, and against a plain white background.

- It should be about 2x2 inches
- Please email a high quality, high resolution passport style photo to [info@usccc.org](mailto:info@usccc.org)

Travel Itinerary or a Copy of a Plane Ticket

Photocopy of Driver's License or State ID

- The address on the driver's license must be the same address used on the Vietnam Visa application

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 copy of a green card or valid US visa

\*Please note that the Vietnam Consulate may request additional documents and the processing time is longer for Non-U.S. Passport Holders

Visa Approval/Reference Number (if any):



EMBASSY OF VIETNAM  
1233 20<sup>th</sup> Street, NW, Suite 400  
Washington, D.C. 20036

Tel: (202) 861-0737 & (202) 861-2293  
Fax: (202) 861-0917  
<http://www.vietnamembassy.us>

VISA  
APPLICATION

(FOR NON-VIETNAMESE  
PASSPORT HOLDERS)

**01 Photo**  
**(2 inches x 2 inches)**  
**Glued photo here**  
**01 additional photo**  
**stapled to this form for a**  
**loose -leaf visa request**

1. Name (in block letters):

.....  
*Family name*                      *First name*                      *Middle name*

2. Date of birth:...../...../.....  
*Date / Month / Year*

3. Male:                       Female

4. Place of birth:.....

5. Nationality at birth:.....

Nationality at present:.....

6. Passport number:.....

Date of issue:.....

Date of expiry:.....

7. Profession:.....

Place of employment:.....

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Telephone (Office):.....

8. Present mailing address: (P.O Box Not  
Accepted for USPS express mail)

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\* Email :.....

\* Telephone :.....

9. Purpose of visit to Vietnam:

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*I solemnly declare that the statements made in this application are true and correct.*

Date:.....

Signature of Applicant .....

10. Name, address of your contact (sponsor, host,  
hotel...) in Vietnam (if any)

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11. Proposed date of entry:

...../...../.....

*Date / Month / Year*

Proposed date of exit:

...../...../.....

*Date / Month / Year*

12. Requesting a visa good for:

• Times of entries:

- Single (one time) visit

- Multiple visits

• Length of stay:

- One month

- 03 months

- 06 Months

- 12 Months (US passport only)

**Check list:** Before submitting, make sure you have included:

Original Passport (for a **visa sticker request**); or  Passport copy (front photo page, for a **loose-leaf visa request**)

Completed and signed Application with One Photo glued or stapled;

Visa Fee: Money Order (or Cashier's Check); and

Prepaid USPS Express Mail or FedEx Slip, (if you want your visa be returned by mail).

\* Required for further contact

- *Applicant is responsible for checking accurate information on visa being issued by the Embassy. In case of mistakes, please contact the Embassy immediately for correction. Otherwise, applicant is fully responsible for the mistakes.*
- *In case of emergency, pls call: (202)- 716 - 8666 or (202) - 739 - 1666*

(Date)

Consulate General of Vietnam

Dear Sir/Madam:

On behalf of (Full Name of Applicant), we are submitting (his/her) valid passport and required visa application materials. We are requesting a (1 Month Multiple Entry /3 Month Multiple Entry ) Business Visa for (applicant). (Ms./Mr.) (Applicant's Last Name) is the (applicant's title) of (applicant's company).

(Applicant's full name) is planning a business visit to Vietnam to (state purpose of visit such as "to attend meetings with parent company"). (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 Vietnam for approximately (duration of stay). We would greatly appreciate any assistance you can provide us in expediting this process.

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

(Contact's address in Vietnam)

(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 Vietnam in any way during the course of (his/her) visit.

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)



中美總商會

# UNITED STATES OF AMERICA-CHINA CHAMBER OF COMMERCE

## Vietnam 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.

\*\* If signature is required, a person needs to be present to receive package. Additional charge may be applied by FedEx and UPS.

Visa Type and Fee	Quantity	Unit Price	Amount
<b>Consular (Third Party)</b>			
<b>Business/Tourism Visa Fee</b>			
One Month Single Entry		\$80	
One Month Multiple Entry		135	
Three Months Single Entry		110	
Three Months Multiple Entry		160	
Six Months Single/Multiple Entry		180	
One Year Multiple Entry (U.S. Passport Holders only)		240	
<b>USCCC</b>			
Normal Processing Fee (3-5 business days)		125	
Express Processing Fee (24-48 hours)		170	
Special Processing Fee (Same Day service – please call ahead)		200	
<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	
<input type="checkbox"/> <b>USCCC Account –</b> additional shipping fee to send to Embassy of Vietnam		35.00	
<b>Photo</b> (if applicable)****		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>			

\*\*\*\$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:  Visa  MasterCard  American Express

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

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