TRAVEL VISA PRO
Call us for assistance – Toll-free: (866) 378-1722
Fax: (866) 511-7599
www.TravelVisaPro.com

EGYPT VISA STEP-BY-STEP GUIDE

Thank you for considering **Travel & Visa Pro** for your **EGYPT** Visa & Travel needs. You'll make an excellent choice if you use our services since our agency specializes in expediting Egypt visas and are located **5 minutes walk away** from the consulate. Our travel professionals help you avoid delays, save money and time. *Please follow our FOUR Steps instructions*.

We must receive all required documents by our office before expediting your visa to Egypt
This information is for US citizens only. If you're not a US citizen, please contact us.

STEP ONE: Obtain, Complete, and SIGN these documents

- **A Valid Passport:** You have to MAIL us your current valid and signed U.S. passport. Passport should be valid at least SIX (6) months after your intended to departure from Egypt. Also, you should make sure you have at least ONE (1) completely blank page for visas in your passport. If your passport is about to expire or needs more pages, please contact us and we will help to obtain new, renew or add pages to your passport.
- **TWO (2) Passport Style Photographs:** We advise to go to a passport photographer since she/he is familiar with passport style photograph requirements. Photographs must be 2x2 inches in size. **Please DO NOT USE STAPLES OR TAPE to attach your photos. Instead place them in a package and we will attach to the application appropriately.** If you have a digital photograph, you can email it to info@travelvisapro.com with Your First and Last name in subject line.
- **Visa Questionnaire/Application** Please COMPLETE and SIGN Your Egypt visa application form. We ask you to fill as much info as possible, but if you are not sure what to write for one question or the other please leave it blank. We will fill it ourselves rather than you fill incorrect information. You can always call 1-866-378-1722 with your questions. Application is enclosed.
- **Travel & Visa Pro Visa Order Form** Please complete Travel Visa Pro Visa Order Form (*see table below for processing time and fess*). This form gives us your name, address, exact shipping address for visa, and payment method. You do not have to fill order form for each applicant. If all visas are to be mailed to the same address, we just need one form and payment. Form is enclosed.
- **Additional Instructions Business Visas ONLY:**
  - The name and contact details of a reference/visiting firm in Egypt.
  - Detailed explanation of the nature of business to be performed as well as duration of stay.
  - Company guarantee of financial responsibility for all travel expenses incurred by you.
  - The letter must be on company letterhead.
- **Proof of Financial Ability (for NON-US Citizens only):** You must provide a copy of a recent bank statement or a letter from your bank verifying you have sufficient funds to support yourself. Bank statement must contain your name and address.
- **Letter from Employer (for NON-US Citizens only):** a letter from your employer indicating your current employment status. If retired please write a letter indicating you are retired with original signature.

STEP TWO: Select Return Shipping method:

In order to keep our prices competitive, we ask you to pay for your visa return shipping from Egypt consulate to your address. Because we use our FedEx account regularly, we get volume discounts and are willing to share them with you. Please select your preferred return shipping method and add *SHIPPING FEE* to your payment.

IMPORTANT: Fees are given per address and includes shipment of up to THREE passports/visas. If you have FOUR passports or more going to the same address, please **add $15.00:**

- **FREE** – Include Prepaid Self-Addressed Envelope
- **$15.00** -- FedEx Express Saver (4.30PM delivery on 3rd business day)
- **$20.00** -- FedEx Standard Overnight (3.00PM delivery on next business day)
- **$25.00** -- FedEx Priority Overnight (10.30AM delivery on next business day)
- **$39.00** -- FedEx SATURDAY Priority Overnight (12noon delivery on Saturday)
- **$39.00** -- FedEx Standard Overnight to HI, AK, PR (3.00PM delivery on next business day)
- **$39.00+ -** FedEx INTERNATIONAL Priority Overnight (12noon delivery to Canada)

STEP THREE: Make a Payment:

Please add shipping and our visa expediting fees (see table below) together and provide us with payment. We accept the following payment types:

- By Credit Card (Visa, MasterCard, Amex, Discover).
- PREFERRED METHOD: By Check/Money Order. Make checks payable to **"TRAVEL VISA PRO"**
- By PayPal: Send payments to info@travelvisapro.com

ALL PROCESSING TIMES ARE GIVEN IN BUSINESS DAYS

(5 BUSINESS DAYS PER WEEK MAX OR FEWER IF THERE ARE ANY HOLIDAYS)

Our fees already include: Consular fee, Consulate courier service, and our service fee.

EGYPT TOURIST and BUSINESS VISAS
(maximum duration of stay in Egypt up to 30 calendar days unless specified otherwise by the consulate)
Visa validity is granted at consul's discretion
Processing time for NON-US PASSPORTS may take longer

Processing type--->	**RUSH**	**BUDGET**
Processing time -->	**4-5 days**	**5-8 days**
SINGLE ENTRY for 3 months from date of issuance	**$15+$79=$94**	**$15+$49=$64**
MULTIPLE ENTRY for 1 YEAR from date of issuance	**$15+$79=$94**	**$15+$49=$64**

NEW SERVICE **FREE PASSPORT REPLACEMENT COVERAGE FOR $9.99 per person**	This affordable passport replacement program offers **FREE** replacement of your passport if it has been lost, stolen, or damaged **– for total up to $299 in free services**. Upon receipt of your claim, we will secure the fastest speed necessary to process your passport. Please read complete terms and conditions of the program at http://www.travelvisapro.com/index.php?travel,do.index.

In San Francisco:
2021 Fillmore St
San Francisco, CA 94115
Local: (415) 229-3210
Email: info@travelvisapro.com

In Washington DC:
1802 Vernon St NW
Washington, DC 20009
Local: (202) 684 7150
Email: dc@travelvisapro.com

In Houston, TX:
3401 Louisiana St, Ste 130
Houston, TX 77002
Local: (713) 936 0773
Email: houston@travelvisapro.com

In Los Angeles:
373 S Doheny Dr, Ste B
Beverly Hills, CA 90211
Local: (310) 878 2590
Email: la@travelvisapro.com

STEP FOUR: Mail your application

Please mail all required documents to us. See document checklist below. We recommend you to send your paperwork via traceable, overnight delivery service such as FedEx, DHL, USPS Express or similar courier.

Travel Visa Pro
3401 Louisiana St, Ste 130
Houston, TX 77002

Required document checklist:

- ✓ Passport (please do not forget to sign it)
- ✓ One (1) Photograph.
- ✓ Visa Order Form
- ✓ Visa Application
- ✓ Additional Paperwork for BUSINESS VISAS

TERMS AND CONDITIONS: Travel & Visa Pro acts only as an agent, and only Embassy/consular officials and U.S. Passport Office agents make the final determination when deciding how fast a visa or passport will be issued and for what period of time (validity) visas can be issued. U.S. Passport Services reserve the right to prioritize the processing according to the departure date provided by the applicant. Embassy/consulate officials also have the right to ask for additional documentation in order to issue a passport or visa. Travel & Visa Pro accepts no responsibility for the services of the Passport Agency or Embassy/Consulate in connection with the granting of passports or visas, nor for any delays, loss of passports or other materials occasioned by such services or by any delivery services such as FedEx, UPS, or the US Postal Service. Damage compensation is not available. In the case where a visa or passport application has been canceled or rejected, the service fee will be non-refundable. In case mistake is made on our part in dates/names, please notify us within 12 hours after receipt of your visa for necessary corrections to be made. If your trip has been postponed or dates are changed, some consulates permit visa correction for a fee. An administrative fee of $17 will be added to all cancelled orders.

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TRAVEL & VISA PRO ORDER FORM

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TRAVELER(S) INFORMATION: REFERRED BY/COUPON CODE: _____.

Date Passport(s) must be back in your possession or date of your next international trip: ____ / _____ / _____
mm dd yyyy

Exact Dates Visa will be valid for: ENTRY _____ / _____ / _____ **EXIT** _____ / _____ / _____
mm dd yyyy mm dd yyyy

Traveler #1 Name:_____ **Traveler #3 Name:**_____
First Last First Last

Traveler #2 Name:_____ **Traveler #4 Name:**_____
First Last First Last

RETURN DOCUMENTS TO THIS ADDRESS:

Contact Name:_____ **Company:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____
NO P.O. BOXES

E-mail: _____ **Signature Required for Delivery?** ☐ **YES** ☐ **NO**

Phone: _(_____)_____ **Cell:** _(_____)_____**Fax:** _(_____)_____

Shipping Method :

- ☐ **+ $0** (will include my own postage)
- ☐ **+ $15 FedEx Express Saver**
- ☐ **+ $20 FedEx Standard Overnight**
- ☐ **+ $25 FedEx Priority Overnight**
- ☐ **+ $39 FedEx Standard Overnight to states of HI, AK, or PR**
- ☐ **+ $39 SATURDAY FedEx Overnight**
- ☐ **+ from $39 for International FedEx**

SERVICES REQUESTED: Select the type of service you request by placing check mark in the appropriate box

COUNTRY(visa is for): _____ **Visas Type:** ☐ **TOURIST** ☐ **BUSINESS** ☐ **OTHER** _____

Processing time: (see country specific and available options): **ENTER NUMBER OF DAYS:**_____

Number of Entries: ☐ **SINGLE** (one entry, one exit) ☐ **DOUBLE** (two entries, two exits) ☐ **MULTIPLE** (unlimited)

Visa Validity (in months): ☐ **ONE** ☐ **THREE** ☐ **SIX** ☐ **TWELVE** ☐ **OTHER** _____

☐ **PLEASE ADD FREE PASSPORT REPLACEMENT COVERAGE FOR $9.99.** By checking this box, I agree to enroll into passport replacement program. I authorize Travel Visa Pro to add $9.99 charge per person to other fees paid. I have read and understood all terms and conditions of the program which are posted at http://www.travelvisapro.com/index.php?travel,do.index.

PAYMENT METHOD FOR APPLICABLE FEES: please enter total HERE: $_____

PAID BY ☐ **Credit Card** ☐ **Money Order** ☐ **PayPal** ☐ **Check #:** _____

I hereby authorize Travel & Visa Pro to charge the cost of its professional visa and passport services to the following card. I agree to pay this amount to my credit card company and agree to terms and conditions. I understand that requirements, fees, and processing times are subject to change without prior notice and all fees are non-refundable. An administrative fee of $17 will be added to cancelled orders.

Name on Card:_____ **Signature:**_____

Credit Card #:_____ **Expiration Date:** _____ / _____ **Security Code:** _____
mm yyyy

Billing Address: ☐ **Same as Shipping** ☐ **Other:** _____

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جمهورية مصر العربية

Arab Republic of

EGYPT

طلب الحصول على تأشيرة دخول

ENTRY VISA APPLICATION FORM

DEMANDE DE VISA D'ENTRÉE

الصق صورة شمسية هنـــا Afix your photo here Collez votre photo ici

اللقب أو الجد Family name Nom de famille	الأســم First name Prenom	أسم الوالد Middle names Autres noms

تاريخ الميلاد Date of birth Date de naissance	محل الميلاد Place of birth Lieu de naissance	النوع Sex Sexe

الجنسية الحالية Present nationality Nationalité actuelle	الجنسية الأصلية Nationality of origin Nationalité d'origine	المهنة Occupation Profession	الحالة الاجتماعية Marital status Statut familial

رقم جواز السفر ونوعه Passport type and number Numéro et type du passport	محل الإصدار Issued at Délivré à	تاريخ الإصدار Issued on Délivré le	إنتهاء الصلاحية Expires on Expire le

عنوان الإقامة الحالية Present address Adresse actuelle	عنوان الإقامة الدائمة Permanent address Adresse permanente
Phone number / Numéro de téléphone / رقم الهاتف	Phone number / Numéro de téléphone / رقم الهاتف الدائم

الغرض من الزيارة Puroose of visit Motif du voyage	تاريخ الوصول الى مصر Date of arrival in Egypt Date d'arrivée en Egypt	مدة الإقامة بمصر Duration of stay Longueur du séjour	عدد السفرات Number of entries Nombre d'entrées

منفذ الدخول لمصر Port of Entry to Egypt Port d'entrée en Egypte	العنوان في جمهورية مصر العربية Address in A.R. of Egypt Adresse en R.A. d'Egypte

أسماء الأقارب أو الأصدقاء في مصر Names of relatives or friends in Egypt Noms de relatifs ou d'amis en Egypte	عنوان الأقارب أو الأصدقاء في جمهورية مصر العربية Addresses of relatives or friends in Egypt Adresses de relatifs ou d'amis en Egypte
1.	
2.	
3.	
4.	

أسماء أفراد الأسرة المرافقين Accompanying family members Membres de le famille en compagnie	صلة القرابة لأفراد الأسرة المرافقين Relationship Lien de parenté	تاريخ ومحل الميلاد Date and place of birth Date et lieu de naissance
1.		
2.		
3.		
4.		
5.		

أسماء الأبناء المضافين إلي نفس جواز السفر Names of children endorsed on same passport Noms des enfants ajoutés au même passeport	تاريخ ومحل ميلاد الأبناء المضافين إلي نفس جواز السفر Date&place of birth of children endorsed on same passport Noms des enfants ajoutés au même passeport
1.	
2.	
3.	
4.	

تاريخ السفرات السابقة لمصر Date of previous visits Date de visites précédentes	غرض السفرات السابقة لمصر Purpose of previous visits Motif de visites précédentes	عنوان الإقامة في مصر خلال السفرات السابقة Address in Egypt during previous stays Adresse en Egypte durant les séjours précédents
1.		
2.		
3.		
4.		

معلومات أخري Other information Autres informations

حرر في Made at Fait á	بتاريخ Made on Fait le	التوقيع Signature Signature

هذا الجزء مخصص لاستخدام البعثة - رجاء عدم الكتابة For consular use only - Please do not write below Espace réservé à l'usage consulaire - Prière de ne rien écrire