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

NEPAL VISA STEP-BY-STEP GUIDE

Thank you for considering **Travel & Visa Pro** for your NEPAL Visa Travel needs. You'll make an excellent choice if you use our services since our agency specializes in expediting Nepal visas. Our travel professionals help you avoid delays, save money and time. Forget about excruciating lines at the consulates. *Just follow our FOUR Step instructions*.

We must receive all required documents by our office before expediting your visa to Nepal

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 1st departure from Nepal. 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. Please call us @ 888-470-8472.

- **ONE Passport Style Photograph:** We advice to go to a passport photographer since she/he is familiar with passport style photograph requirements. Photographs must be 2x2 inches in size. 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 Nepal 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 **1-888-470-VISA (8472)** with your questions. Application is enclosed.

- **Additional Instructions:**
  - **for BUSINESS VISAS only:** Please provide a business letter, which includes:
    - The name and contact details of a reference/visiting firm in Nepal.
    - 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.
  - **A Copy of Roundtrip ticket/itinerary** (or we can provide one for $15 fee) containing the name of passenger, the confirmed itinerary, flight number and arrival/departure dates.

- **NON-US Citizens:** Proof of Legal Status in the USA (e.g. copy of "Green Card" or Valid US Visa).

- **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 return shipping address, 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 one payment. Form is enclosed.

STEP TWO: Select Return Shipping method:

In order to keep our prices competitive, we ask you to pay for your visa return shipping from 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).
- 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)

NEPAL TOURIST and BUSINESS VISAS *You cannot stay in Nepal for more than **150 DAYS** per calendar year* *You can stay in Nepal up to 60 days* **If you are re-applying within 150 days of your last visit to Nepal you will be charged an additional $20.00 consular fee.**	
Processing type--->	**BUDGET**
Processing time (business days) -->	7 DAYS
TOURIST/BUSINESS MULTIPLE- ENTRY for up to 15 days (valid for 6 months from issue date)	**$25+$49=$74**
TOURIST/BUSINESS MULTIPLE- ENTRY for up to 60 days (valid for 6 months from issue date)	**$40+$49=$89**
TOURIST/BUSINESS MULTIPLE- ENTRY for up to 90 days* (valid for 6 months from issue date) * - you can stay in Nepal only up to 60 day per visit	**$100+$49=$149**

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.

Attn: Visa Dept.
Travel Visa Pro
1802 Vernon St NW,
Washington, DC 20009

IMPORTANT SHIPPIPNG ADVICE:	If you need to order passport assistance (e.g. New Passport, Add Pages, Renewal, etc.) before we can process your visa, please mail your package to our Passport Center in San Francisco (do not mail your documents to DC OFFICE): **Travel Visa Pro, 2021 Fillmore Street, San Francisco, CA 94115 (415)-229-3210**

Required document checklist:

- ✓ Passport (please do not forget to sign)
- ✓ ONE Photograph
- ✓ Travel Visa Pro Order Form
- ✓ Visa Application (please do not forget to sign)
- ✓ Additional Paperwork for Business Visas ONLY
- ✓ FOR NON-US CITIZENS: Proof of legal status in the USA

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.

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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

TRAVEL & VISA PRO ORDER FORM

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Fax – 866-511-7599 info@TravelVisaPro.com

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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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

VISA APPLICATION FORM, NEPAL
(For Tourist, Official and Diplomatic Visa)

Affix your passport size photograph here

Photo should not be more than six months older

Embassy of Nepal
2131 Leroy Place, N. W.
Washington, D. C. 20008

Permanent Mission of Nepal
820 Second Avenues, Suite 17 B,
New York, NY 10017

Please check the followings if applying for tourist visa for the first time in the current year:

☐ $25.00 for 15 days multiple entry;

☐ $40.00 for 30 days miltiple entry ☐ $100.00 for 90 days multiple-entries

All Visas can be obtained either the entry point or the Nepalese Embassy abroad.
No fee is charged for Official and Diplomatic visa.

H. E. Ambassador/Consul General/Consul,
I wish to travel to Nepal and therefore, request for ☐ Diplomatic ☐ Official ☐ Tourist Visa.

1. Full name:
2. Nationality:
3. Place and date of birth:
4. Permanent address:
5. Phone no.:
6. Temporary address in Nepal:
7. Occupation:
8. Passport no.:
9. Date and place of issue:
10. Date of expiry:
11. Purpose of visit & expected date of arrival in Nepal:
12. Duration of stay: ☐ Days ☐ Weeks ☐ Months
13. Number of previous visits:
14. Year, month and duration of last visit:

…… ……..
Signature of the applicant Date:

For official use only

1. Type of visa:
2. Fees/reason for waiver, if gratis:
3. Visa entry number:
4. Date of issue:
5. Date of expiry
6. Visa Sticker no.:

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Issuing Officer