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

SOUTHERN SUDAN VISA STEP-BY-STEP GUIDE

Thank you for considering **Travel & Visa Pro** for your **SOUTHERN SUDAN** Visa & Travel needs. You'll make an excellent choice if you use our services since our agency specializes in expediting Southern Sudan visas 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 Southern Sudan

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 arrival to Southern Sudan. 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 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 Southern Sudan 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 **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.
- **Personal Statement about Purpose of Trip** Please, write a personal letter of introduction and address to the Embassy of Southern Sudan. It should state the purpose of your trip, dates of the visit and list cities to be visited. If you have invitation letter from Southern Sudan, please include it with your materials as well.
- **Non-US Passport Holders (proof of your legal status in the USA):** Please provide a proof of your legal status in the USA (i.e. copy of your green card (front and back), valid visa, I-20, IAP-66, etc.).
- **BUSINESS INVITE FROM Southern Sudan (for Business visas only):** Please provide a business invite from **Southern Sudan company**, which includes**:**
    - The name of a reference/visiting firm in Southern Sudan.
    - 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.

STEP TWO: Select Return Shipping method:

In order to keep our prices competitive, we ask you to pay for your visa return shipping from Southern Sudan 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 AND 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: C***onsular fee***, ***Consulate courier service,*** and ***our service fee***.

SOUTHERN SUDAN VISAS FEE SCHEDULE (**EXIT VISA** is valid **for thirty (30) days only** from issue)		
Processing time -->	**5 BUS. DAYS**	**10 BUS. DAYS**
TOURIST – SINGLE ENTRY for up to 90 days from visa issuance	**$160+$99=$259**	**$160+$59=$219**
BUSINESS - SINGLE ENTRY for up to 90 days from visa issuance	**$160+$99=$259**	**$160+$59=$219**

NEW SERVICE	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.
FREE PASSPORT REPLACEMENT COVERAGE FOR $9.99 per person	

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
- ✓ TWO Photographs
- ✓ Visa Order Form
- ✓ Visa Application (please do not forget to sign)
- ✓ Personal Statement about the trip
- ✓ Proof of legal status in the USA (Non-US citizens)

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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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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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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Washington, DC 20009
Local: (202) 684 7150
Email: dc@travelvisapro.com

In New York:
167 Madison Ave., Ste 201
New York, NY 10016
Local: (212) 380 7866
Email: ny@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

Exit Visa from USA notification from Embassy of Southern Sudan
(please read it before applying)

EMBASSY OF THE REPUBLIC OF SOUTH SUDAN, WASHINGTON, D.C.

RSS/MFAIC/E RSS US/CO/001 31 January 2012

Notice

To: All Visa and Permit Applicants
Travel Agencies

This is to inform you that beginning January 31, 2012 the Visa and Travel Permits issued by the Embassy of the Republic of South Sudan in Washington DC will only serve as an exit visa required by airlines in order to board fights.

You are hereby advised that custom officers at Juba Airport will require you to fill out a form upon arrival and pay a fee of $100.00 to be granted an Entry Visa.

The embassy is awaiting authorization and equipment both material and procedural from the Ministry of the Interior of the Republic of South Sudan in order to issue visas. You will be advised accordingly.

Thank you for your cooperation!

Sincerely,

Deng Deng Nhial
Deputy Head of Mission

1233 20TH STREET, NW. SUITE 602 WASHINGTON, DC 20036 TEL: (202) 293-7940 FAX: (202) 293-7941

Republic of South Sudan

Ministry of Interior

Directorate of Nationality, Passports and Immigration

Visa Application Form
Form 5A
(FILL OUT IN CAPITAL LETTERS ONLY)

Warning: giving false information is considered a crime in accordance with the Passport and Immigration Act, 2011. Visa fees are non-refundable. Visa is not transferable and attempt to do so is considered a crime.

Place of Application..... Date: ...../...../20.....

Have you Previously Applied for South Sudan Visa. Yes ☐ ☐ No

If yes, Previous visa No:. ……..…. Date of Issue……..….Place of Issue……..….Date of Arrival in south Sudan……..….Point of Entry……..….point of Exit……..….

1. **Visa Type Requested**: Single: ☐ Multiple: ☐ Transit: ☐ Other: ☐ (Specify).....

Purpose of visit: Visit ☐ Education ☐ Tourism ☐ Medical treatment ☐ Official ☐ Other ☐ (Specify) ……..….

Duration of Intended Stay……..….Date of Intended Arrival in South Sudan……..….

Mode of Transport: Air ☐ Road/Trail ☐ River ☐

2. **Personal Details (As in Passport)**

Surname: ……

Given Names: ……

Date of Birth (Day/Month/Year): ……/……../…….

Place of Birth: ……Country of Birth……..…

Sex: Male ☐ Female ☐

Marital Status: Single ☐ Married ☐ Divorced ☐ Widowed

Nationality / Citizenship:

……..

(If dual, give both)

3. Passport Details:

4. Passport Type: Regular ☐ Diplomatic ☐ Special ☐ Business ☐ Other ☐(specify)

Passport No: ……Date of Issue (Day/Month/Year): ……/……/……

Country of Issue: ……Date of Expiry (Day/Month/Year): ……/……/……Place of Issue: ……

5. Professional / Occupation Details:

Present Occupation: ……..... Title: ……

Employer Name: ……

Employer Address:

……

…… Phone No: ……

E-mail: ……

6. Applicant's Contact Details:

Present Address:

……

……

……

Permanent Country of Origin Address:

……

……

Phone No: …… Mobile No: . ……

E-mail Address: ……

7. Family Details:

Spouse Details

Surname: ……

Given Names: ……

Permanent Address:

……

……

Phone No: ……Mobile No……

E-mail Address:. .....

Next of Kin Details

Surname: .....

Given Names: .....

Permanent Address:

.....

.....

Phone No: .....Mobile No.....

E-mail Address: .....

8. Have you ever:

a) Been convicted of a crime or offence in any country? Yes ☐ No ☐

b) Been deported or removed from South Sudan or any country for overstaying your visa or violating any law or regulation? Yes ☐ No ☐

c) Been convicted and sentenced for a drug offence in any country in violation of law concerning narcotics, marijuana, opium, stimulants or psychotropic substances? Yes ☐ No ☐

d) Committed trafficking in persons or incited or aided another to commit such an offence? Yes ☐ No ☐

e) Are you suffering from tuberculosis, any other infectious or contagious disease

Yes ☐ No ☐

If you answer yes to any of the questions above, provide explanation below:

.....

.....

Address of Place of Stay / Hotel:

.....

.....

Funds Available For My Stay .....

9. Guarantor or references in South Sudan:

Name: .....Telephone No.: .....

Address……

Date of Birth (Day/Month/Year) : ……../……/……..… Sex: Male Female ☐ ☐

Relationship to Applicant:

……..

Profession/occupation: ……

Nationality and Immigration Status: ……

10. Declaration:

I declare that the information provided in this form is true and accurate.

Signature of the applicant (Sign below here) Date (Write below here)

…… : ……../……/……..…

FOR OFFICIAL USE

Approving Authority:

Officer Name: …… Title: ……

Entry Type: Single ☐ Multiple ☐ Period of stay ……..

Officer's Signature: …… Date (Day/Month/Year): ……../……/……....

Comments:

……
……

Fees

Amount: ……..

Date of Receipt: …… Receipt No: ……

Designated Officer's Name: ……Title: ……

Signature and stamp ……

Visa Number: ……