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

UNITED KINGDOM VISA STEP-BY-STEP GUIDE

Citizens of **United States of America** do not need a visa to enter United Kingdom if the period of their stay **does not exceed 180 days**.
VALID PASSPORT IS REQUIRED TO TRAVEL; please contact us if you need one.

Thank you for considering **Travel Visa Pro** for your UNITED KINGDOM Visa & Travel needs. You'll make an excellent choice if you use our services since our agency specializes in expediting United Kingdom 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*.

VISA VALIDITY:

With a visit visa you can usually enter and leave the UK any number of times while it is still valid. You cannot stay for longer than **six months** on each visit. Visit visas can be valid for 6 months, one year, two years or five years. You can apply for a visa valid for any of these periods. The Entry Clearance Officer may decide to make your visa valid for a shorter time than you have asked for, for example if you are not a regular traveler or have never visited the UK before.

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

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 United Kingdom. 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 @ 866-378-1722.

- **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.

- **Complete Visa Application ONLINE:** All UK visa applications must be submitted and PAID FOR electronically at the official http://www.visa4uk.fco.gov.uk - website will open in a new window. Please follow these tips to complete application correctly:

  1. When you answer the question "How will you submit your application?" only one option is available to select : "By Post" - selecting it, still allows you to use our expediting services.

  2. After completion of the visa application and submitting payment, please print out the resulting application and mail it to us. If done correctly, a number starting with letters "GWF..." will be present in the upper-left corner, and below there will a note that payment has been completed. If those things are not present, then you are printing the wrong page. The printed application MUST be signed in the appropriate section (Unsigned or improperly signed applications will be rejected).

3. Please pay required consular fee online with your credit card. You will still have to pay us for our service when mailing us your paperwork.

- **Biometric Data (Fingerprints) Receipt:** All visa applicants are required to provide **biometric data (fingerprints) as part of the application process**. After completion and paying for your online visa application, you will be directed to make an appointment at one of the **Application Support Centers in your area** in order to submit your biometric data. Once you have submitted it, you will obtain biometric data receipt. Please mail it along with other paperwork.
- **Proof of Legal Status in the USA:** Copy of "Green Card" or Valid US Visa.
- **A Copy of Round-trip ticket/itinerary:** It must contain the name of passenger. If you don't have one, we will be glad to provide you one. **Additional $15 Reservation FEE** will be added to your request
- **Proof of Hotel reservations:** You must provide a copy of your hotel reservations confirming your stay in United-Kingdom. If you are visiting family or friends you will need: (1) a letter from your sponsor (the person you are visiting) explaining your relationship with them and the purpose of your visit, (2) If your sponsor will be supporting you during your visit, or paying for the cost of the visit, you will need: pay-slips, bank statements, or some other evidence to show that they have enough money to support you.
- **Proof of Financial Ability:** 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 Vacation, to include length of service and vacation dates
  - For Business, giving full details of proposed business visit and stating employer will be financially responsible
  - Self-Employed, letter of incorporation/business registration document.
- **Business Visas ONLY**: You must provide us with a business letter (on letterhead) from Your employer, addressed to the United-Kingdom Consulate General, stating the Your name and title, how long you have worked for the company. Please, state very clearly in the letter, the nature of the activities to be performed in United-Kingdom, as well as the duration of stay. If you're self-employed, a recent bank statement will be required.
- **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)

UNITED KINGDOM VISAS FEE SCHEDULE

You can stay in United Kingdom up to 180 days per visit

Consular Fee is Paid ONLINE

Starting, June 1st, 2010, United Kingdom consulate require to pay priority service fee $150 in addition to online payment, you've make during online application process.

Processing time (business days) -->		**5-7 DAYS**
TOURIST – Multiple Entry from 6 months to 5 years		**$150+$169=$319**
BUSINESS – Multiple Entry from 6 months to 5 years		**$150+$169=$319**

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 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

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.

Please mail all documents to:

Travel Visa Pro
Attn: UK VISA DESK
167 Madison Ave, Ste 201
New York, NY 10016
(212) 380-7866

Required document checklist:

- ✓ Passport
- ✓ TWO Photographs
- ✓ Visa Order Form
- ✓ ONLINE Visa Application (please do not forget to sign)
- ✓ Biometric Data Receipt
- ✓ Proof of Legal status in the USA
- ✓ Hotel Reservation or Sponsor Letter
- ✓ Travel itinerary
- ✓ Proof of Financial Ability
- ✓ Employment Verification Letter
- ✓ Business letter for business visas only

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.

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:** _____

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 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