



ALL TRAVELERS must include the following documents in your package to G3:

- Your original valid signed passport. It must have at least two blank pages marked "Visas" side by side and more than six months before expiry.
- One visa application form (attached), completed and signed with a pen-to-paper signature in blue or black ink; make sure the signature matches the signature in the passport.
- Two identical passport-style (2"x2") photographs taken within the last 6 months (must be on photo paper and have a plain white background).
- Copy of flight itinerary showing applicant's name.

BUSINESS and FLIGHT CREW TRAVELERS must also include:

- A letter from their U.S. company explaining the purpose of their trip and providing a financial guarantee. The letter must be on company letterhead and must bear the original pen-to-paper signature of a company representative other than the applicant. Please see the attached sample letter.
- A letter of invitation from the organization to be visited in South Sudan. The letter must be on company letterhead and signed by a representative of the company, and should include the applicant's name and the name, address, and telephone number for a contact person at the overseas company. Faxed or scanned copies are accepted. Please see the attached sample letter

TOURIST TRAVELERS must also include:

- A letter from their U.S. employer stating that the applicant will return to work after the trip to South Sudan. Applicants who are retired or self-employed should submit a copy of a recent bank statement; account numbers may be blacked out for privacy.

NON-US CITIZENS must also include:

- A copy of their Permanent Resident Card or U.S. Visa and I-94. Travelers who entered the US after April 26, 2013 should print the electronic I-94 form from <https://i94.cbp.dhs.gov/>.

Visa Requirements

*There is No Substitute for Experience.*

**G3's Standard of Service**

- All visa and passport requests are processed by knowledgeable, experienced associates.
- All calls are answered by a well-informed associate, not a call center or voice mail system.
- All Personally Identifiable Information is protected with safeguards that exceed State Department standards.
- All requests receive email confirmation acknowledging receipt by a G3 associate.
- All application documents will be thoroughly reviewed prior to submission.
- All requests receive email confirmation of the completion and FedEx tracking information.
- All passports are returned via the FedEx service of your choice.

Need additional assistance? Select Concierge Service.



*There is No Substitute for Experience.*

**Enhanced Services**

**G3 offers a range of optional Enhanced Services, available as individual add-ons or as a bundle:**

|  |          |
|--|----------|
| <b>Document Pre-Check:</b> Email <a href="mailto:ConciergeDesk@g3visas.com">ConciergeDesk@g3visas.com</a> for a thorough review of your documents within one business day, before you send them to one of our Operations Centers.  | \$59.00  |
| <b>Application Creation:</b> Our experts will readily create your visa or passport application ensuring it meets the requirements of the consulate or agency, saving you valuable preparation time. Your application will be emailed to you within three business days, in PDF format for you to print and sign with a pen-to-paper signature. | \$150.00 |
| <b>Application Correction:</b> G3 will correct any errors on your visa application within one business day, and email it to you for you to print, sign, and send in to our office.   | \$55.00  |
| <b>Business Letter Creation:</b> G3 will compose the necessary business letters for your visa application, and will email them to you within two business days to print on letterhead and sign.  | \$50.00  |
| <b>Inbound FedEx Airbill:</b> G3 will generate a FedEx Standard Overnight air bill for you to efficiently send your documents to our office.   | \$35.00  |
| <b>Return Delivery Confirmation:</b> Your G3 associate will track your package and follow up with you to confirm via phone or email to confirm you have received it.   | \$15.00  |
| <b>Complete Concierge Service:</b> Opt for our bundled Concierge Service and receive every Enhanced Service listed above, and the ultimate in white glove customer care.   | \$225.00 |

**VISA NOTES**

- Travelers must show their International Certificate of Vaccination for Yellow Fever upon arrival in South Sudan.
- Per the U.S. Department of State, travelers should register with the Aliens Department at the Ministry of Interior in Juba if they are staying in South Sudan for more than three days.

**PROCESSING NOTES**

- Send all required documents and the completed Visa Order Form to G3 using a service with tracking such as FedEx or UPS.
- Due to submissions deadlines set by consulates and agencies, documents received by G3 after 8:30 am are hand-carried to the appropriate processing facility the next business day. 8:30 am delivery via FedEx or UPS with no signature required is recommended for requests requiring Mission Critical service. Mission Critical processing may not be available to travelers of some nationalities.
- Requests to expedite visa processing after the application has been submitted to the consulate will result in significant additional charges.
- Consular Fees include a \$5 Money Order fee.
- Credit card payments are subject to a 5% credit card convenience fee unless the physical card is presented in person.
- The issuance of visas, including visa duration and number of entries, is at the discretion of the Consulate. G3 acts on the behalf of the client, and takes no responsibility for the services rendered by Travel Agents, Government Agencies, Consulates or Embassies in connection with issuance of visas and passports. G3 takes no responsibility for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.
- By submitting this form, I agree to G3 Global Services' Terms of Use, Privacy, Cancellation, Payment, and Shipping Policies. For more information follow this link: [www.g3visas.com/Policies.html](http://www.g3visas.com/Policies.html).



Send to: G3 Global Services  
 Attn: Visa Department  
 919 18th Street NW, Suite 230  
 Washington, DC 20006  
 888.883.8472 | WashingtonDC@g3visas.com

WASHINGTON, DC  
**SOUTH SUDAN**

*There is No Substitute for Experience.*

**Concierge Service**  \$225.00 *Extra*

**Consular Fees for Visa Processing**

| Visa Type                     | Mission Critical<br>5 Business Days | Priority<br>7 Business Days       | Expedited<br>10 Business Days     |
|-------------------------------|-------------------------------------|-----------------------------------|-----------------------------------|
| Single Entry<br>Valid 1 Month | <input type="checkbox"/> \$165.00   | <input type="checkbox"/> \$165.00 | <input type="checkbox"/> \$165.00 |

**G3 Service Fees**

|             |                                   |                                   |                                  |
|-------------|-----------------------------------|-----------------------------------|----------------------------------|
| Tourist     | <input type="checkbox"/> \$219.00 | <input type="checkbox"/> \$169.00 | <input type="checkbox"/> \$99.00 |
| Business    | <input type="checkbox"/> \$219.00 | <input type="checkbox"/> \$169.00 | <input type="checkbox"/> \$99.00 |
| Flight Crew | <input type="checkbox"/> \$219.00 | <input type="checkbox"/> \$169.00 | <input type="checkbox"/> \$99.00 |

**Return Delivery Fees**

|  |             |  |             |
|--|-------------|--|-------------|
| <input type="checkbox"/> FedEx Standard Overnight<br>Delivery Next Business Day by 3PM     | \$35.00     | <input type="checkbox"/> FedEx First Overnight*<br>Delivery Next Business Day by 8:30AM                            | \$85.00     |
| <input type="checkbox"/> FedEx Priority Overnight<br>Delivery Next Business Day by 10:30AM | \$45.00     | <input type="checkbox"/> FedEx Saturday Delivery*<br>Delivery by 3PM   | \$55.00     |
| <input type="checkbox"/> Same Day Delivery*<br>Delivery by FedEx or<br>Commercial Airline  | Please Call | <input type="checkbox"/> FedEx International Delivery*<br>including Puerto Rico<br>Delivery Times Vary by Location | Please Call |
| <input type="checkbox"/> FedEx or UPS Account Number Provided<br><input type="text"/>      | \$5.00      | <input type="checkbox"/> FedEx or UPS Return Airbill Included<br><input type="text"/>                              | No Charge   |

*\*These services may not be available for all delivery locations.*

**Send Completed Order Form and All Required Documents To:**

**G3 Global Services, Attn: Visa Department**, 919 18th Street NW, Suite 230, Washington, DC 20006

888.883.8472 Toll Free | WashingtonDC@g3visas.com

[www.g3visas.com](http://www.g3visas.com)

Applicable Fees



Send to: G3 Global Services  
 Attn: Visa Department  
 919 18th Street NW, Suite 230  
 Washington, DC 20006  
 888.883.8472 | WashingtonDC@g3visas.com

WASHINGTON, DC  
**SOUTH SUDAN**

VisaOrderForm

Your invoice will be sent to your contact email.  Check here if you require a hard copy included with your return delivery.

**Payment Information**

Payment Via Check #:  *Check payable to G3 Global Services*

Payment Via Credit Card:

Visa/MasterCard:  -  -  -

Exp. Date: \_\_\_ / \_\_\_ Security Code:

OR

American Express:  -  -

Exp. Date: \_\_\_ / \_\_\_ Security Code:

Name as it appears on the card:

Billing Address:

City:  State  Zip:

Signature: \_\_\_\_\_

Payment Via Approved Billing Terms

G3 Customer Number, Billing, P.O., Project or Reference Code#:

**Enhanced Services Requested:**

- Document Pre-Check, \$59.00
  - Application Creation, \$150.00
  - Application Correction, \$55.00
  - Business Letter Creation, \$50.00
  - Inbound FedEx Airbill, \$35.00
  - Return Delivery Confirmation, \$15.00
- or bundle all services above with our*
- Complete Concierge Service, \$225.00**

**Total Fees from Applicable Fees Page**

*Please include Applicable Fees page with your request.*

|                          | FEE                  | # Travelers                            | TOTAL                  |
|--------------------------|----------------------|--|------------------------|
| Enhanced Service Fee     | <input type="text"/> | X <input type="text"/>                 | = <input type="text"/> |
| Consular Fee             | <input type="text"/> | X <input type="text"/>                 | = <input type="text"/> |
| G3 Service Fee           | <input type="text"/> | X <input type="text"/>                 | = <input type="text"/> |
| Passport Protection Plan | <input type="text"/> | X <input type="text"/>                 | = <input type="text"/> |
|                          |                      | Return Delivery Fee                    | <input type="text"/>   |
|                          |                      | Subtotal                               | <input type="text"/>   |
|                          |                      | Add 5% for credit card convenience fee | <input type="text"/>   |
|                          |                      | <b>Total Payment Enclosed</b>          | <input type="text"/>   |

**Traveler Names**

|   |                      |   |                      |
|---|----------------------|---|----------------------|
| 1 | <input type="text"/> | 3 | <input type="text"/> |
| 2 | <input type="text"/> | 4 | <input type="text"/> |

**Visa Service**

Visa Type:  Tourist  Business  Flight Crew  Other \_\_\_\_\_

Processing Speed:  Mission Critical  Priority  Expedited

**Travel Details**

Date of US Departure:  I must have my passport no later than:

Other visa or passport services requested:

Notes:

**Contact Information** *Who should G3 contact about this request?*

Name:  Company:

Contact Email (required):

Daytime Phone:  Mobile Phone:

**Return Delivery Address** *This must be a physical address for FedEx delivery; no P.O. Boxes.*

Name:  Company:

Street Address:

City:  State:  Zip Code:

Daytime Phone:  Mobile Phone:

ASSOCIATE NAME:

FOR OFFICE USE ONLY

DATE RECEIVED BY G3:

ORDER NUMBER:

# OF TRAVELERS:



**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: .....





## Sample Business Letter From U.S. Company

\*\*\*\*\*Please print your business letter on company stationery.\*\*\*\*\*

June 15, 2016

Consulate General of *(country you will visit)*  
Consular Section

Dear Visa Officer,

Jeremy Simmons *(insert your name)*, International Sales Director *(insert your position)*, Sample Products, Inc. *(insert the name of your company)*, is planning a business trip to *(country)* on Monday, August 2 through August 15, 2016 *(dates of your trip)*. During this trip he has scheduled meetings to discuss the sales and distribution of our products.

His agenda is to meet and discuss business with Alexander Edwards *(insert name of contact)* at:

Overseas Company, Ltd.  
123 Example Avenue, Suite 45  
City, Province, Country  
Telephone: 112-1234-5678  
Email: aedwards@overseascoltd.co

*(Please provide full contact details for the company and individual you will visit.)*

Sample Products, Inc. *(Insert Company Name)* will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in *(country)*.

He requests that you issue a single entry business visa valid for one month. *(Please specify the requested visa type and duration.)* I appreciate your attention to this matter.

Sincerely,

*Lucinda Albright*

Lucinda Albright  
Senior Vice President  
Sample Products, Inc.

*(The letter must have an original ink signature of a manager other than the applicant.)*

Sample Letter



## Sample Business Letter for Flight Crew

\*\*\*\*\*Please print your business letter on company stationery.\*\*\*\*\*

June 15, 2016

Consulate General of *(country you will visit)*  
Consular Section

Dear Visa Officer,

Please be advised that the below-listed individuals are applying for Flight Crew visas. Financial responsibility for all expenses incurred by these individuals during their stay in *(country)* is the complete and total responsibility of Sample Products, Inc. Aviation Department *(insert name of your flight department)*.

Pilots: Primary Captain: Brian Randall  
Backup: Christina Johnson

First Officer: Primary: Robert Jeffries  
Backup: Mark Brown

Flight Attendant: Primary: Bonnie Hooper

Date of Arrival #1: August 11, 2016      Date of Arrival #2: *(add if applicable)*  
Airport of Arrival: *City*  
Aircraft/Flight: N506AB

Date of Departure #1: August 15, 2016      Date of Departure #2: *(if applicable)*  
Airport of Arrival: *City*  
Aircraft/Flight: N506AB

Reason for Travel: Transporting executives. No technical assistance will be provided.

We appreciate all efforts and courtesies you may extend to us in order that they may receive their visas as soon as possible. We thank you for your attention to this matter. If you have any questions, please feel free to contact me at 555-555-1234 *(contact number)*.

Sincerely,

*Heather Bauer*

Heather Bauer

Scheduler

Sample Products, Inc. Aviation Department

*(The letter must have an original ink signature of a company representative other than the applicants. No scans or copies are accepted.)*

Sample Letter



## Sample Business Invitation Letter from Overseas Company

\*\*\*\*\*Please print your business letter on company stationery.\*\*\*\*\*

June 15, 2016

Consulate General of *(country you will visit)*  
Consular Section

Dear Visa Officer,

Jeremy Simmons *(insert your name)*, International Sales Director *(insert your position)*, Sample Products, Inc. *(insert the name of your company)*, is planning a business trip to *(country)* on Monday, August 2 through August 15, 2016 *(dates of your trip)*. During this trip he has scheduled meetings to discuss the sales and distribution of his company's products.

His agenda is to meet and discuss business with Alexander Edwards *(insert name of contact)* at:

Overseas Company, Ltd.  
123 Example Avenue, Suite 45  
City, Province, Country  
Telephone: 112-1234-5678  
Email: aedwards@overseascoltd.co

*(Please provide full contact details for the company and individual you will visit.)*

Sample Products, Inc. *(insert company name)* will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in *(country)*.

We request that you issue him a single entry business visa valid for one month. *(Please specify the requested visa type and duration.)* We appreciate your attention to this matter.

Sincerely,

*James Ventura*

James Ventura  
Executive Officer  
Overseas Company, Ltd.

Sample Letter



# Sample Flight Crew Invitation Letter from Overseas Company

\*\*\*\*\*Please print your business letter on company stationery.\*\*\*\*\*

June 15, 2016

Consulate General of *(country you will visit)*  
Consular Section

Dear Visa Officer,

We are cordially inviting the following individuals who are flight crew members with Sample Products, Inc. *(insert the name of your company)* and will be traveling to *(country)* aboard Sample Products, Inc. *(aircraft)* corporate aircraft Tail Number: N506AB *(number)*.

Pilots:                      Primary Captain: Brian Randall  
                                    Backup: Christina Johnson

First Officer:              Primary: Robert Jeffries  
                                    Backup: Mark Brown

Flight Attendant:        Primary: Bonnie Hooper

They will be in *(country)* from August 11 to August 15, 2016. They will be transporting corporate executives from their corporate headquarters in Washington, DC to *(country)*, where the Sample Products executives will conduct business meetings with executives of Overseas Company at:

Overseas Company, Ltd.  
123 Example Avenue, Suite 45  
City, Province, Country, Postal Code  
Telephone: 112-1234-5678

Sample Products, Inc. *(insert company name)* will financially guarantee their flight crew and corporate aircraft while in *(country)*.

We request that you issue the above-listed crewmembers single entry flight crew visas valid for one month. *(Please specify the requested visa type and duration.)* We appreciate your attention to this matter.

Sincerely,

*Alice Matthews*

Alice Matthews  
Flight Coordinator  
Overseas Company, Ltd.

*(The letter must be signed by a representative of the overseas company, handler, or FBO.)*

Sample Letter