



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.
- Non-U.S. citizens must also submit 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/>.
- 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.
- One Letter of Authorization (attached), completed and signed with a pen-to-paper signature in blue or black ink.
- One passport-style (2"x2") photograph 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 bear the original pen-to-paper signature of a company representative other than the applicant. A sample letter is attached.
- A letter of invitation from the company to be visited in Ukraine. 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. This letter must be original; faxes and scans are not accepted. Please see the attached sample letter.
- Copy of the Ukrainian company's Certificate of Registration.
- An official business invitation from Ukraine. G3 can assist in acquiring the official invitation; see details on page three. Please note that invitation fees and processing times are in addition to visa processing fees and times. Official invitations are not required for citizens of Albania, Australia, Croatia, Guatemala, Malaysia, Mexico, New Zealand, Panama, Singapore, or Turkey.

TOURIST TRAVELERS must also include:

- A hotel confirmation or letter of invitation from a Ukrainian or American tourist/travel agency.
- An official tourist invitation from Ukraine. G3 can assist in acquiring the official invitation; see details on page three. Please note that invitation fees and processing times are in addition to visa processing fees and times.

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.

Visa Requirements



There is No Substitute for Experience.

Concierge Service \$175.00 *Extra*

G3's Concierge Service includes the following benefits:

Document Review: Email ConciergeDesk@g3visas.com for a rapid response and thorough review of your documents before you send them to one of our Operations Centers.

Application Creation: 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 in PDF format to print and sign with a pen-to-paper signature.

Accelerated Processing: G3 will generate a FedEx air bill for you to efficiently send your documents to our office. Your request will be given precedence for immediate processing by our most experienced associates.

Expert Advice: Call our dedicated Concierge Service phone number: 855.266.0701, or email ConciergeDesk@g3visas.com for a quick response from the experts.

Real-Time Status Updates: Your G3 associate will personally contact you to confirm receipt of your documents and provide a timeline of completion. If you require more than one visa or passport service, your associate will advise you at each stage of completion ensuring we meet your travel dates. Upon completion of your request, your associate will contact you to confirm your return delivery information.

Upgraded Delivery Service: Your G3 associate will provide a complimentary return delivery upgrade when your request is complete using Federal Express Priority Overnight service (delivery next business day by 10am), and will track your package and follow up with you to confirm you have received it.

Emergency Support: You will have access to our Emergency Concierge Services and Lost Passport Support if you ever need it.

VISA NOTES

- U.S. citizens do not require Ukraine visas for business or tourist trips of 90 days or less.
- Travelers of some nationalities may be subject to higher consular fees.
- These instructions are relevant for residents of Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Nebraska, North Dakota, South Dakota, and Wisconsin.

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.
- Complete details of G3's Privacy, Cancellation, Payment, and Shipping Policies are available at www.g3visas.com/Policies.html.
- 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.



Send to: G3 Global Services
 Attn: Visa Department
 11 East Adams Street, Suite 1605
 Chicago, IL 60603
 800.830.8472 | Chicago@g3visas.com

**CHICAGO
 UKRAINE**

There is No Substitute for Experience.

Concierge Service \$175.00 *Extra*

Consular Fees for Visa Processing

Visa Type	Mission Critical 6 Business Days	Priority 10 Business Days	Expedited 15 Business Days
Single Entry	<input type="checkbox"/> \$175.00	<input type="checkbox"/> \$90.00	<input type="checkbox"/> \$90.00
Double Entry	<input type="checkbox"/> \$285.00	<input type="checkbox"/> \$135.00	<input type="checkbox"/> \$135.00
Multiple Entry Business/Flight Crew Only	<input type="checkbox"/> \$405.00	<input type="checkbox"/> \$205.00	<input type="checkbox"/> \$205.00

G3 Service Fees

Visa Type	Mission Critical 6 Business Days	Priority 10 Business Days	Expedited 15 Business Days
Tourist	<input type="checkbox"/> \$140.00	<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$70.00
Business	<input type="checkbox"/> \$170.00	<input type="checkbox"/> \$135.00	<input type="checkbox"/> \$80.00
Flight Crew	<input type="checkbox"/> \$170.00	<input type="checkbox"/> \$135.00	<input type="checkbox"/> \$80.00
Work Permit	<input type="checkbox"/> \$170.00	<input type="checkbox"/> \$135.00	<input type="checkbox"/> \$80.00

Invitation Fees

Visa Type	Priority 5 Business Days	Expedited 10 Business Days
Tourist Single or Double Entry	<input type="checkbox"/> \$85.00	<input type="checkbox"/> \$65.00
Business/Flight Crew Multiple Entry, 3 Months	<input type="checkbox"/> \$700.00	<input type="checkbox"/> \$550.00
Business/Flight Crew Multiple Entry, 6 Months	<input type="checkbox"/> \$750.00	<input type="checkbox"/> \$600.00

Invitation fees and processing times are in addition to visa processing fees and times.

Return Delivery Fees

<input type="checkbox"/> FedEx Express Saver 3 Business Day Delivery	\$19.00	<input type="checkbox"/> FedEx First Overnight* Delivery Next Business Day by 8:30AM	\$84.00
<input type="checkbox"/> FedEx Standard Overnight Delivery Next Business Day by 3PM	\$29.00	<input type="checkbox"/> FedEx Saturday Delivery* Delivery by 3PM	\$44.00
<input type="checkbox"/> Same Day Delivery* Delivery by FedEx or Commercial Airline	Please Call	<input type="checkbox"/> FedEx International Delivery* including Puerto Rico Delivery Times Vary by Location	Please Call
<input type="checkbox"/> FedEx or UPS Account Number Provided <input type="text"/>	\$5.00	<input type="checkbox"/> FedEx or UPS Return Airbill Included <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, 11 East Adams Street, Suite 1605, Chicago, IL 60603
 312.704.8472 Phone | 800.830.8472 Toll Free | 312.704.8150 Fax | Chicago@g3visas.com

www.g3visas.com

Applicable Fees



Send to: G3 Global Services
 Attn: Visa Department
 11 East Adams Street, Suite 1605
 Chicago, IL 60603
 800.830.8472 | Chicago@g3visas.com

**CHICAGO
 UKRAINE**

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#:

Concierge Service Requested

The personal touch.

ConciergeDesk@g3visas.com

Total Fees from Applicable Fees Page

Please include Applicable Fees page with your request.

FEE	# Travelers	TOTAL
Concierge 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"/>
Return Delivery Fee		<input type="text"/>
Subtotal		<input type="text"/>
Add 5% for credit card convenience fee		<input type="text"/>
Total Payment Enclosed		<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:

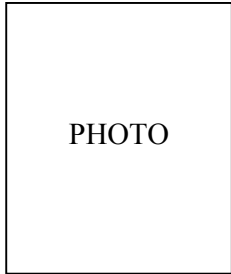
FOR OFFICE USE ONLY

DATE RECEIVED BY G3:

ORDER NUMBER:

OF TRAVELERS:

APPLICATION
for Ukraine entry and transit visa
This application form is free



1* . Surname (Family name(s))				For official use only Дата подачі заяви: Номер заяви: Заяву прийняв: Подані документи: <input type="checkbox"/> паспортний документ <input type="checkbox"/> фінансове забезпечення <input type="checkbox"/> запрошення <input type="checkbox"/> транспортний засіб <input type="checkbox"/> поліс медичного страхування <input type="checkbox"/> інше: Прийняте рішення: <input type="checkbox"/> в оформленні відмовити <input type="checkbox"/> оформити: <input type="checkbox"/> В <input type="checkbox"/> С <input type="checkbox"/> Д <input type="checkbox"/> Дійсна: Від До Кількість в'їздів: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Багаторазова Кількість днів: Корінець візової етикетки: Дата оформлення: Підпис працівника уповноваженого органу:			
2* . Surname at birth (Former family name(s))							
3* . First name(s) (Given name(s))							
4. Date of birth (day-month-year)		5. Place of birth	7. Current nationality				
		6. Country of birth	Nationality at birth, if different				
8. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		9. Marital status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Other (please specify)					
10. In case of minors: Surname, first name, address (if different from applicant's) and nationality of parental authority/legal guardian							
11. National identity number, where applicable							
12. Type of travel document <input type="checkbox"/> Ordinary passport <input type="checkbox"/> Diplomatic passport <input type="checkbox"/> Service passport <input type="checkbox"/> Official passport <input type="checkbox"/> Special passport <input type="checkbox"/> Other travel document (please specify)							
13. Number of travel document		14. Date of issue	15. Valid until			16. Issued by	
17. Applicant's home address and e-mail address						Telephone number(s)	
18. Residence in a country other than the country of current nationality <input type="checkbox"/> No <input type="checkbox"/> Yes. Residence permit or equivalent..... No..... Valid until.....							
19. Current occupation							
20. Employer and employer's address and telephone number. For pupils and students – name, address and telephone number of educational establishment.							

* Fields 1-3 shall be filled in in accordance with data in the travel document.

21. Main purpose of the journey: <input type="checkbox"/> Official, Business, Diplomatic visit <input type="checkbox"/> Tourism <input type="checkbox"/> Private (Visiting family or friends) <input type="checkbox"/> Study <input type="checkbox"/> Employment <input type="checkbox"/> Immigration (Entry for permanent residence) <input type="checkbox"/> Cultural or Sports <input type="checkbox"/> Religious <input type="checkbox"/> Transit <input type="checkbox"/> Other (please specify)	
22. Number of entries requested <input type="checkbox"/> Single entry <input type="checkbox"/> Two entries <input type="checkbox"/> Multiple entries	23. Duration of intended stay or transit Indicate number of days
24. Visas to Ukraine issued during the past three years <input type="checkbox"/> No <input type="checkbox"/> Yes. Date(s) of validity: from..... to.....	
25. Entry permit for the final country of destination, where applicable: Issued by Valid from until	
26. Intended date of arrival to Ukraine	27. Intended date of departure from Ukraine
28. Surname and first name of the inviting person(s) in Ukraine. If not applicable, name of hotel(s) or address of applicant's temporary accommodation(s) in Ukraine	
29. Address and e-mail address of inviting person(s)/hotel(s)/temporary accommodation(s) in Ukraine	30. Telephone and telefax
31. Name and address of inviting company/organisation	32. Telephone and telefax of company/organisation
33. Surname, first name, address, telephone, telefax, and e-mail address of contact person in company/organization	
34. Cost of travelling and living during the applicant's stay is covered	
<input type="checkbox"/> by the applicant himself/herself Means of support: <input type="checkbox"/> Cash <input type="checkbox"/> Traveller's cheques <input type="checkbox"/> Credit card <input type="checkbox"/> Prepaid accommodation <input type="checkbox"/> Prepaid transport <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> by a sponsor (host, company, organization), please specify <input type="checkbox"/> referred to in field 28 or 33 <input type="checkbox"/> Other (please specify) Means of support: <input type="checkbox"/> Cash <input type="checkbox"/> Accommodation provided <input type="checkbox"/> All expenses covered during the stay <input type="checkbox"/> Prepaid transport <input type="checkbox"/> Other (please specify)
35. Place and date	36. Signature (for minors, signature of parental authority/legal guardian)

I am aware that the visa fee is not refunded if the visa is refused

I am aware of and consent to the following: the collection of the data required by this application form, the taking of my two photographs and, if applicable, the taking of fingerprints, are mandatory for the examination of the visa application; and any personal data concerning me which appear on the visa application form, as well as my fingerprints and my photograph will be supplied to the relevant authorities of Ukraine and processed by those authorities, for the purposes of a decision on my visa application.

I do hereby confirm that I have read and understood everything stated above. I declare that the information given by me on this application to the best of my knowledge is true. I am aware that untruthful data presented by me in this application may serve as a reason to refuse the issue of Ukraine's entry visa and to refuse me to enter Ukraine even in the case the entry visa has been issued.

I undertake to leave the territory of Ukraine before the expiry of the visa, if granted. I have been informed that possession of a visa is only one of the prerequisites for entry into the territory of Ukraine. The mere fact that a visa has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of the legislation of Ukraine and I am therefore refused entry. The prerequisites for entry will be checked again on entry into the territory of Ukraine.

Place and date	Signature (for minors, signature of parental authority/legal guardian)
----------------	--



Letter of Authorization

Date: _____

Consulate General of Ukraine
Visa Section
10 E. Huron Street
Chicago, IL 60611
312-642-4388

To Whom It May Concern:

I, _____, hereby authorize a representative of G3 Global Services to submit my visa application, discuss its status and retrieve my passport and visa upon completion.

I intend to depart the United States on _____.

My date of birth is _____.

Thank you for your assistance with my visa request.

Original Signature of Applicant

Telephone Number: _____

Authorization



Sample Business Letter From U.S. Company

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

November 15, 2014

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, February 2 through February 15, 2015 *(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.*****

November 15, 2014

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: January 11, 2015 Date of Arrival #2: *(add if applicable)*
Airport of Arrival: *City*
Aircraft/Flight: N506AB

Date of Departure #1: January 15, 2015 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.*****

November 15, 2014

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, February 2 through February 15, 2015 *(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.*****

November 15, 2014

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 January 11 to January 15, 2015. 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