



Wendy Wu Tours

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HOW TO COMPLETE YOUR MONGOLIA VISA APPLICATION FORM

This form has been designed to help you complete your Visa application form with the correct information. If any of the questions do not apply to you please write N/A in the space provided. If you are unsure of a question please leave blank or contact Wendy Wu Tours on 0844 669 1059 for further assistance.

You may type or hand write this form, as long as it is completed in capital letters on PLAIN WHITE A4 paper. Any application forms that have been printed on letter headed paper will be rejected and may cause further delays in your visa application process.

Please ensure that your passports with completed application forms and passport photographs are sent to us **8 weeks** prior to departure. It is essential that our office has received these travel documents by this time. **Your passport must be valid for six months from the date of return from Mongolia and should have at least 2 blank pages.**

Please note: any passports sent into us 6 weeks prior to departure or less will automatically incur a visa express fee of £50 per person.

From client feedback we have listed some helpful pointers in helping you fill out your visa form on the questions which some people may be unsure of.

Photo Specifications

Please provide **one** recent photograph (no more than 6 months old) of yourself. The photograph should be in colour and meet the following requirements:

- ✓ Taken against a light background (white or off-white) so that features are distinguishable and in contrast.
- ✓ Clear and of good quality.
- ✓ Printed on normal photographic paper.
- ✓ Un-mounted, 45 mm x 35 mm in size.
- ✓ Should show full face (without sunglasses and without a hat or cap).
- ✓ The face should be in the center of the frame.
- ✓ Taken in a professional photo booth and not printed at home.

Note: We regret we cannot accept photographs that do not meet these requirements. Any photographs not meeting these requirements will be rejected by the embassy.

Information about Yourself

1. Surname (Mr/Mrs/Miss):

Please write your surname as per your passport in block letters.

2. First name and Middle names:

Please write your first name as per your passport including your middle name(s), if applicable in block letters.

3. Current Nationality (ies):

E.g. British

4. Date of Birth

Please write our date of birth. YYYY/MM/DD: E.g. 1956/11/25

5. Place and Country of birth

Please write your place and country of birth as per your passport.

6. Sex:

Please tick Male or Female.

7. Marital Status

Please tick Single or Married.

8. Profession & Occupation

Please provide your current occupation. If you do not have one then simply write "Retired, Student or Housewife" if applicable.

Address & Telephone Number of your work

Please write your work address and telephone number

9. Permanent Address & Telephone Number

Please write your home address your home telephone number

10. Type of Passport

Please tick the type of your passport

11. Passport Number:

These can be found on the identification page of your passport.

12. Valid Until

These can be found on the identification page of your passport.

13. Name & Address of Host Person or Organisation in Mongolia:

Please write Wendy Wu Tours
6-10 Borough High Street
London SE1 9QQ

14. Your Home Address & Phone Number in Mongolia:

Please write the following:

Palace Hotel
Chinggis Avenue-25a
Ulaanbaatar 210136
Mongolia
Tel: (0)11 343565

15. Purpose of Travel

Please tick **TOURISM**

16. Numbers of Entries requested

Please tick **SINGLE**

17. Children under 16 travelling with you

Please write the down their details if applicable.

18 & 19. Please Read & Answer the Following Questions

Please complete truthfully and give detailed reason if you answer yes to any of the above questions.

Please date and sign the visa application form.

Please read, sign and date the application form. This form will not be accepted if it has not been signed.

DO YOU HAVE EVERYTHING?

When sending your application to us, please check you have the following details:

- ✓ **One completed visa application per person**
- ✓ **One full valid passport per person. Your passport must be valid for 6 months from your return date from Mongolia.**

If you have everything, then please send all the details to us 8 weeks prior to departure by Special Delivery to:

Wendy Wu Tours
Operations & Visa Department
Ground Floor,
Cottons Centre,
Cottons Lane,
47-49 Tooley Street,
London
SE1 2QG