

MONGOLIA VISA INSTRUCTION SHEET

THIS IS AN INSTRUCTION SHEET ONLY NOT THE VISA APPLICATION FORM

Updated May 2017 by the Visa Department

Passports and visa application forms are **due 75 days prior to departure**, otherwise urgent fees will apply. Please notify your Travel Agent or Wendy Wu Tours if you cannot make the deadline. Applications will **not be accepted within 30 days of departure**, regardless of urgent processing options. Passports will be returned with final documentation approximately 2 weeks prior to departure. If passports are required earlier then please inform our office as an additional fee will apply.

Please provide your passports, completed visa applications, photos and any additional documents to your Travel Agent. If you have booked directly with Wendy Wu Tours then please send documents via registered mail or courier to;

Wendy Wu Tours
Att: Visa Department
Level 6, 20 Hunter Street
Sydney, NSW 2000

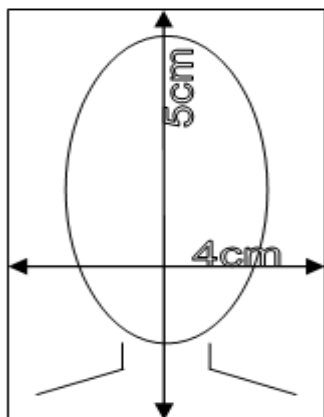
Mongolia Application Checklist:

- ☒ 1 x original passport.
- ☒ 1 x original visa application form per person.
- ☒ 1 x original photo per person – see photo requirements below.

Basic Application Requirements:

- ☒ Passports must have a minimum of 6 months validity left, from the date of your arrival back into Australia.
- ☒ Passports must have two blank facing visa pages.
- ☒ All details must be written exactly as they appear in your passport.
- ☒ Application forms must be printed on A4 white paper only. Do not print double sided.
- ☒ You must fill in the application form with blue or black pen only and be clearly legible.
- ☒ Application forms must be completed and signed.
- ☒ Only use the visa application form that has been provided to you by Wendy Wu Tours.
- ☒ Do not send in your passport wallet. The Consulate does not accept covers, so therefore they can be easily misplaced.
- ☒ If you have arrangements not booked through Wendy Wu Tours that will affect your visa, then please provide a detailed travel itinerary issued by a travel agent, airline or cruise company which includes your full name, the dates and places of entry and exit as well as the mode of transport to be used.

Photo Requirements:



- ☒ One photo. Standard size is 5cm high x 4cm wide (half a centimetre within these sizes will be accepted).
- ☒ Photos can be obtained from any post office, photographer or photo kiosk.
- ☒ Photograph must be no more than 6 months old.
- ☒ Must be printed in colour on high quality paper, with no ink or marks on the image.
- ☒ Plain, light-coloured background (e.g. white or light cream).
- ☒ Professional photograph showing close up of head and top of shoulders are visible.
- ☒ "Professional" means taken by a photographer. Home versions won't be accepted.
- ☒ Original coloured photo is required, no copies of any kind.
- ☒ Must show applicant looking directly at camera with neutral expression.
- ☒ Must show natural skin tones with appropriate brightness / contrast.
- ☒ Photo must be glued or stapled to the application form in the designated area.
- ☒ Please Staple or glue the photo/s to the application form – do not send loose.

- ❖ You will find a guide to answering questions on the Mongolia Visa Application on the following page. It is important that you read this, as it will allow you to take note of any additional documentation you may require.
- ❖ Wendy Wu Tours is happy to complete questions relating to your touring with us. If any of the personal questions do not apply to you or you are unsure of the answer, then please leave the space blank or contact our office.
- ❖ Please read 'Visa Conditions' on the following page.

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Personal Details:

- Q1-Q2. Full Name** – Complete accordingly, ensure name is as per passport.
- Q3 Current Nationality** – Complete accordingly
- Q4-Q5. Date and Place/Country of Birth** – Complete accordingly, ensure place of birth is as per passport.
- Q6. Sex** – Tick the appropriate box
- Q7. Marital Status** – Tick the appropriate box
- Q8. Occupation Details** – Write if unemployed or complete accordingly with job title and contact details.
- Q9. Permanent Address/Number** – Complete accordingly
- Q10-Q12. Passport Details** – Complete accordingly, ensure is as per passport.

Travel Details:

- Q13. Address in Mongolia** – Write 'Wendy Wu Tours – Level 6, 20 Hunter Street, Sydney NSW 2000' and '1300727998'.
- Q14. Home address in Mongolia** – Write 'N/A'
- Q15. Purpose of Travel** – Tick 'Tourism' unless otherwise specified by Wendy Wu Tours or your Travel Agent.
- Q16. Numbers of Entries** – If you require more than a Single entry, please ensure you have advised Wendy Wu Tours and your Travel Agent, as you will need to be quoted for additional services and extra documentation.
- Q17. Children** – N/A
- Q18. Answer questions A/B** – Tick the appropriate box. If you tick 'Yes' to any of the questions, then please explain. The consulate may request additional documents once we submit your application.
- Q19. If application completed by another person** – If the applicant was unable to complete the form then this section applies. But the applicant still needs to sign the visa from.
- Signature and Date** – Complete accordingly, ensure signature is as per passport

DON'T FORGET TO ATTACH YOUR PHOTO AND SIGN THE FORM

Visa Conditions

- The Mongolia Consulate is very strict about the presentation of applications. Including, but not limited to your form/s, passport validity or photo, if any documentation or material are incorrect then the consulate will reject the application. In this case, the customer will incur any urgent processing fees or tour cancellation costs. Wendy Wu Tours cannot accept responsibility for any failure in this respect.*
- Wendy Wu Tours has no control over Consular decisions to issue visas. Once your application is submitted, the Consulate may require you to pay additional fees or provide further documents, information, and/or material. In some cases the Consulate will require the applicant to submit their passport and visa application forms in person.*
- It is very important that you read the instruction sheet and visa application form carefully. Please ensure you dispatch passports and visa applications forms before the due date. If you believe your visa application may be rejected, then contact the Visa Department.*
- A passport with a minimum of six months validity is required for customers traveling to all countries in our programme. Visa fees are included for Australian passport holders in all fully inclusive group tours. Non-Australian passport holders will incur additional fees.*
- Passport and visa applications are due into Wendy Wu Tours **75 days prior to departure**. Please notify your travel agent or Wendy Wu Tours if you cannot make the deadline or choose to arrange your own visas.*
- If passports and visa applications are not received by Wendy Wu Tours **45 days prior to departure**, urgent processing fees will apply.*

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- *Passports and visa applications will not be accepted within **30 days prior to departure**, regardless of urgent processing options.*
- *Unless otherwise requested, your passport will be returned with final documentation approximately 2 weeks prior to your departure date. If the customer requests the passports to be returned prior to this, an additional fee will be incurred.*