

DOCUMENT CHECKLIST

MONGOLIA VISAS

Your documents must be sent using a secure, trackable method and in secure packaging. Documents may also be hand delivered to our reception during open hours only. As we deal with sensitive information and documents, entry into our main office, completing your documents on site or using our computers or equipment is not allowed. For this reason, you must bring your documents completed for the handover on delivery. If you require advice on hand delivery, please call or email us to book an appointment to see a specialist before you arrive and ensure all documents are completed to the best of your ability beforehand. We will not provide assistance with documents in our reception without a prior appointment. Appointments are daily between 11am and 3pm. Please email info@travcour.com with your preferred time.

THE FOLLOWING SERVICES ARE AVAILABLE;

Standard service – ONE WEEK

The embassy is closed on Wednesdays and Fridays.

Express service – 2 WORKING DAYS

Remember to allow time for your process – the embassy may request more information, have closures or delays & reserves the right to hold your documents once submitted for any length of time.

In order to apply for your visa, please ensure that you enclose the following documents in your delivery to us. Failure to do so will result in a delay in your application. (Please note that embassies reserve the right to request additional documents) You only need one order form if you are sending more than one passport.

- Order form fully completed and signed**
- Visa application, completed, printed & signed.**
- 1 x passport photo - professional photos only on pale grey background, glued to the application**
- Flight and hotel confirmation**
- Travel insurance – please only provide the policy certificate covering worldwide travel or Mongolia individually**
- Passport plus photocopy of ID page**
 - **For the family visit visa, you must supply an invitation letter from the family member being visited that has the approval stamp of the Immigration Authority of Mongolia. The letter must be supplied with a copy of the passport ID page, Mongolian visa and evidence of your relationship.**

Travcour UK Ltd does not share data with any third party other than the governing office you are applying to. Copies of your application will not be stored by us and any card or bank information is destroyed once your order is completed.

| 20. Хамт яваа 18 хүртэлх насны хүүхэд / Children under 18 years travelling with you Паспорт тус бүрт визийн мэдүүлэг бөглөх шаардлагатай / Every passport holder must submit a separate application | | | | | |
|--|---|------------------------------------|--|---------------------------------------|--|
| | Иргэний харьяалал / Current nationality(s) | Овог / Surname (as in passport) | Өөрийн нэр / Given and Middle names (as in passport) | Төрсөн он сар өдөр / Date of birth | Тантай ямар хамааралтай болх / Relationship to the applicant |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |

21. Та дараах асуултанд хариулна уу.
/ Please answer the following questions.

A. Танд урьд нь Монгол Улсын виз олгохоос татгалзаж байсан эсэх?
Have you ever been refused a Mongolian visa?

Yes Хаана / Where
 No

Он, сар, өдөр / Date

B. Та өөр нэрээр Монгол Улсын виз мэдүүлж байсан эсэх?
/ Have you ever applied for a Mongolian visa with a different name?

Yes Хаана / Where
 No

Яагаад / Why

Он, сар, өдөр / Date

22. Энэхүү мэдүүлгийг виз мэдүүлэгчийн өмнөөс бөглөж байгаа бол тухайн иргэн энэ хэсгийг бөглөнө үү.
/ Please complete this section if you are filling this form on behalf of the applicant/

A. Энэхүү мэдүүлгийг бөглөсөн хүний овог нэр
/ Name of a person completing the form.....

B. Виз мэдүүлэгчтэй ямар хамааралтай.....
/ Relationship to the applicant

C. Хаяг, утасны дугаар.....
/ Address and phone number

D. Гарын үсэг.....
/ Signature

БАТАЛГАА / DECLARATION

I agree to that my personal data on this application form are given to the appropriate authorities of Mongolia for visa related matters.

I declare that to the best of my knowledge, the given details above are correct and complete. I am aware that any false statements will lead to my application being denied or to the cancellation of a visa already granted and may also render me liable to prosecution under the relevant laws and regulations of Mongolia.

I am obligated to leave the territory of Mongolia no later than the expiration date of the visa, if granted.

I do acknowledge that the possession of a visa is only a prerequisite for entry into the territory of Mongolia.

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

I must get registered with the Mongolian Immigration Authority **within 7 days** of my arrival in Mongolia to obtain/extend an appropriate type of visa, **if my duration of stay is longer than 30 days**.

Миний бие дээр мэдүүлсэн мэдээллийн үнэн, зөв болохыг баталж байна. Буруу, ташаа мэдээлэл өгсөн нь Монгол Улсад нэвтрүүлэхээс татгалзах болон виз олгохгүй байх үндэслэл болно гэдгийг ойлгож байна.

I, hereby, declare that the statement given above is true and correct. I understand that any false or misleading statement may result in the refusal of a visa or a denial of entry into Mongolia.

Виз мэдүүлэгчийн гарын үсэг:
/ Applicant's signature

Он сар өдөр:
Date (year-month-day)