



Wendy Wu Tours

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HOW TO COMPLETE YOUR VIETNAM 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.

The Vietnamese Embassy has now introduced online visa application, which means that you can only complete the visa form online.

Please use the link below for your application:

<http://visa.mofa.gov.vn/layouts/registration/ApplicationForm.aspx>

This must be printed on PLAIN A4 paper and signed. 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 form 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 Vietnam 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 centre 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.

Section 1: Initial Information

1. Purpose of visit: Please select Tourism

2. Place of visa submission: Please select Vietnam Embassy in the UK

3. Photo:

Please note that uploading your photo is optional. If you choose to upload your photo, please note that you still have to send your application form with a photograph.

Section 2: Personal Information

1. Full name:

Please write your surname, first name as showing in your passport in block letters.

2. Male/Female:

Please select the appropriate gender.

3. Date of birth:

YYMMDD: E.g. 56/11/25.

4. Place of birth:

Please select the country where you were born.

5. Nationality: Please select your nationality

E.g.: UK.

6. Occupation: Please select your occupation. If you are retired, please select "Other" and write in the section below "Retired"

7. Religion: Please select your religion. Please select NA if you have no religion.

8. Current Address and telephone

Section 3: Passport Information

1. Passport No:

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

2. Passport type:

Please select "Ordinary"

3. Issuing authority:

Please select the issuing country, e.g.: UK.

4. Issuing date:

Please provide the date that your passport was issued as per E.g. DDMMYY: **26/05/07**.

5. Expiry date:

Please provide the date of which t your passport expires as per E.g. DDMMYY: **26/02/18**.

Section 4: Visa Information

1. Proposed date of entry and exit:

Please refer to your flight itinerary, E.g. From 21/09/09 to 18/10/09.

2. **Visa validity:** Please select "1 Month"

4. Number of entries:

Please select the appropriate box. If you require a multiple entry for your visa this must be agreed with Wendy Wu Tours and additional payment must be made

5. Proposed address in Vietnam:

Please type our address in London:
Ground Floor, Cottons Centre
Cottons Lane, 47-49 Tooley Street
London SE1 2QG

Section: Sponsor Information

Please tick "Organisation" if we are applying for your visa.

1. Name:

Wendy Wu Tours

2. **Relationship:** Please write N/A

Section: Emergency Contact Information:

Please note that you don't have to complete this section

ONCE YOU ENTER THE SECURITY CODE, IT WILL GENERATE A VISA FORM, PLEASE SAVE IT ON YOUR DESKTOP, PRINT IT, SIGN IT AND POST IT TO US WITH 1 PHOTO.

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 Vietnam.
- ✓ One up to date passport photo per person

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

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