



REQUEST FOR VISA/PASSPORT PROCESSING (Transmittal)

This form is for Casto's use only, to advise us as to what service you are requesting, when you depart on your trip, and the address to which the documents should be sent. Please complete and include this form with your passport and/or Visa application and other required documents. **Please note – This is a transmittal form. This is not a Visa Application.**

DATE: _____

FULL NAME ID APPLICANT(S) and issuing country of passport (if applicable):

- 1. _____ US PASSPORT HOLDER? YES NO
- 2. _____ US PASSPORT HOLDER? YES NO
- 3. _____ US PASSPORT HOLDER? YES NO
- 4. _____ US PASSPORT HOLDER? YES NO

IF NOT A US PASSPORT HOLDER, WHICH COUNTRY? _____ Green Card? Yes No
Other Status _____

SERVICE REQUESTED:(Check applicable items)

- New Issue US Passport Renewal US Passport Passport Amendment Additional Passport Pages
- Applying for a Second Valid (limited) Passport

VISA EXPEDITING: (List Countries)

1. _____	3. _____
2. _____	4. _____

BASIC CHECKLIST FOR OBTAINING VISAS (Note: these are not specific visa requirements for any one country)

- Be sure passport has enough blank Visa pages for each Visa requested. Visas will not be affixed to an "Amendment" page. Extra pages may have to be added first before Visas can be issued.
- Some countries require your passport to have a minimum remaining validity of least 6 months as a visa and/or an entry requirement even if you do not need a Visa. PLEASE CHECK WITH US REGARDING YOUR DESTINATION, AS YOU MAY NEED TO RENEW YOUR PASSPORT FIRST BEFORE ANY VISAS CAN BE ISSUED.
- Your passport should be signed on the signature line above the vital information page usually above the inside cover of most US passports.
- To avoid any delays in processing, all Visa photos should be a standard 2"x2" color passport photo, with full face toward the camera and plain white to slightly off white background. No I.D. badge photos or ¾ view INS photos will be accepted.

DEPARTURE DATE FROM THE US: _____
LATEST DATE YOU WILL NEED THE PASSPORT BACK: _____
(Service charges will be billed according to this date)
RETURN COMPLETED DOCUMENTS TO:

Name:	_____	Company Name:	_____
Address:	_____	E-Mail:	_____
City/Zip Code:	_____	Company Contact:	_____
Telephone (H):	_____	Contact Telephone:	_____
Telephone (W):	_____	Fax:	_____

RETURN VIA: FedEx Priority Overnight FedEx Second Overnight FedEx (Saturday)
FedEx Account # _____ Casto Local Courier Surcharge will apply

PAYMENT:

Personal Check or Money Order \$ _____ (Payable to Casto Travel, Inc.)

CREDIT CARD PAYMENTS:

Visa; MC; AMEX # _____ Expires _____

Card Holders Name _____

Card Holder's Signature (Required) _____

Casto Use Only	

Casto Travel Visa Passport and Consulting Services
2560 North First Street Suite 150 San Jose, CA 95131 (408) 553-4735 FAX (408) 984-7007 Email: passport@casto.com
Also Located at 500 Sansome Street Suite 601 San Francisco CA 94111 (408) 553-4735

DISCLAIMER: Casto Visa Passport and Consulting Services acts as a service agent only and is not liable for any negligent actions or omissions of any foreign consular office, it's embassy or the US Passport Agency, other government agencies and overnight delivery services. While we make every effort to ensure that the correct visas have been issued, it is the responsibility of the traveler to check that the visas obtained are valid for the period of intended stay in that country. Use of our services constitutes agreement to these terms. Thank you.



Consulate General of India San Francisco

TRAVEL ADVISORY

In view of the current global situation on Swine Influenza A(H1N1), it is hereby notified for international travelers entering India that health screening of passengers coming from affected countries is continuing at 19 airports at Ahmedabad, Amritsar, Bangalore, Calicut, Chennai, Cochin, Coimbatore, Delhi, Goa, Hyderabad, Jaipur, Kolkata, Lucknow, Mumbai, Nagpur, Pune, Srinagar, Trichy and Varanasi.

The travelers from such affected countries are hereby informed of our requirements concerning screening, quarantine which would involve hospitalization and other procedural requirements, in case of detection of symptoms associated with influenza virus A(H1N1), at their cost, should they be detected with H1N1 virus on arrival at any port of entry into India.

COUNTRY: India
India Consulate General
540 Arguello Blvd.
San Francisco , CA 94118-

NOTE: The Indian Government enforces consular Jurisdiction. We process all India visas according to the state of residency of the traveler through the consulate that has jurisdictional authority over that state.

New Requirements Alert!!! Updated Wednesday January 20, 2010.

Minors - a State Issued ID copy or Passport Copies of both parents must accompany all minor applications.

BUSINESS VISA REQUIREMENTS Updated Jan 04,2010

Business Visas for US Citizens

NOTE Regarding Naturalized US citizens (US Passport Holder not born in USA)

Naturalized US citizens and those who require a reference now have a minimum processing time of one to two weeks, and in some cases, it may take longer.

- The consulates are being extremely selective about giving 5/10 year visas. Checking the 5 or 10 year option on your application does not automatically guarantee it will be issued even with correct documentation. There are no refunds of consular visa fees should a lesser value visa be issued as deemed by the Indian Consulate.

Business Visas for Non US Citizens

ALL Non-US citizens now have a minimum processing time of one to two weeks, and some cases may take longer.

- The consulates are being extremely selective about giving 5 year visas. Checking the 5 year option on your application does not guarantee it will be issued even with correct documentation. There are no refunds of consular visa fees should a lesser value visa be issued as deemed by the Indian Consulate.

CURRENT BUSINESS VISA REQUIREMENTS

1. **PASSPORT:** Must have at least 6 months remaining validity.
2. **1 APPLICATION FORM** (39 QUESTIONS). Please follow the instructions to complete, print and sign the online visa application. You may also copy and paste the following link: <https://www.indian-visa.com/expedite/application/form>. **IMPORTANT: YOU MUST SUPPLY FULL NAME AND ADDRESS OF YOUR CONTACT IN INDIA WHEN COMPLETING YOUR ONLINE APPLICATION FORM.**
3. **As of 01/25/2010--COPY OF BIRTH CERTIFICATE.** Please do not submit originals. US born applicants can **no longer** substitute this requirement with a diploma or any other document. For Non-US born applicants that do not have their birth certificate, provide a **copy** of a document issued by Government authorities. This document could be an old (not current) passport or a school leaving certificate etc., provided it shows their personal particulars like name, date of birth, parents names, and nationality.
4. **2 IDENTICAL PHOTOS:** Must be a 2"x 2" passport type. Photo Guidelines:
 - a. 1 photo must be pasted, **not stapled**, to the front of the application in the photo field and the 2nd photo must be **pasted** to the back of the application underneath the signature. No more staples allowed in San Francisco.
 - b. **No glasses to be worn in any photo.**

5. **LETTER FROM US COMPANY: Use letterhead and explain purpose of trip; length of validity of the visa being requested. (12 months, 5 year or 10 year include length of stay; name and address of contact; financial guarantee)**
6. **LETTER FROM INDIA:**
7. In cases of business visa for 1 year, 5 year or 10 years validity, stating the purpose of the trip and why the long term visa is needed indicating your company has an established presence in India or a joint venture. In cases of traveler going to India to attend a conference, a letter from the conference organizer.
8. **Conference Visas**
 - a. May be issued to delegates if they are able to produce an invitation to a conference/seminar/workshop being organized in India by a Ministry or Department of the Government of India, State Governments, Public Sector Undertakings, Central Educational Institutions, Public Funded University or an organization owned and controlled by the Government of India or State Government, UN or its specialized agencies and reputed NGOs.
 - b. In case conference/seminar/workshop are being organized in India by private companies 3 months single entry Business visa may be issued and conference visa will not be issued in these cases. These applicants should apply for a shortest-term business visa. They will likely only be issued 3-month single entry business visas.
9. **COPY OF GREEN CARD OR VALID LONG TERM US VISA - Copy Both Sides, if not a US citizen**
10. **A CLEAR COPY OF YOUR STATE DRIVER'S LICENSE OR UTILITY BILL IN YOUR NAME FOR SAID RESIDENCE (WATER, GARBAGE OR ELECTRIC) TO SHOW PROOF OF RESIDENCE WITHIN THE CONSULATE'S JURISDICTION.**
11. **COPY OF ITINERARY from travel agent or airline.**
12. **VACCINATIONS REQUIRED - Cholera recommended, yellow fever if arriving from an infected area**

TOURIST VISA REQUIREMENTS

Updated 01/04/2010

Non US Citizen Tourist Visas

- **Maximum validity of India Tourist Visa for a NON-US citizen will be 6 months, regardless of status in the US. No Long term visas will be issued for tourists.**

CURRENT TOURIST VISA REQUIREMENTS-

PLEASE NOTE: There should be a gap of at least 2 months between two separate visits to India on a Tourist Visa. For Tourist Visa holders who wish to visit India within 2 months of their last visit, an application for a Permit to Re-enter India is necessary. No Permit is needed if the visa holder is traveling to multiple countries on the same itinerary and the trip follows the itinerary exactly. The visa holder must carry a copy of the itinerary to show the Immigration Officer.

Same as above requirements except items 5-7

India Visa Fees - Changes Effective June 30, 2008 11:59pm

PLEASE NOTE THAT ALL VISA FEES ARE TO BE PAID ONLY BY MONEY ORDER WHEN APPLICATION IS SUBMITTED VIA A THIRD PARTY VISA AGENCY.

The following changes are grouped by citizenship. Includes the \$13 Private Outsourcing Fee:

United States Citizens:

Tourist Visa

6 Months Multiple Entry visa fee remains at \$73

5-10 Year Multiple Entry visa fee remains at \$163

Business Visa

Note that 6 Month Multiple Entry Business visas will no longer be granted for any nationality.

1 Year Multiple Entry Business visa fee will be \$173.00

5 Year Multiple Entry Business visa fee will be \$253.00

10 Year Multiple Entry Business visa fee will be \$253.00

Employment Visa

6 Month Multiple Entry Employment visa will be \$133.00

1 Year Multiple Entry Employment visa fee will be \$173.00

Transit Visa

15 Days Single Entry Transit visa fee will be \$53.00

15 Days Double Entry Transit visa fee will be \$53.00

Missionaries Visa

6 Month Multiple Entry Missionaries visa fee will be \$113.00

1 Year Multiple Entry Missionaries visa fee will be \$153.00

5 Year Multiple Entry Missionaries visa fee will be \$233.00

Non-US Citizens

(Note that special rates apply to certain citizenships. Check the Consular Fees section and the new changes to verify that no special fees apply to your citizenship which supercedes Non-US citizens rates. Note that if a reference is required, there is a \$20.00 Reference fee in addition to the fees mentioned below):

Business Visa

Note that 6 Month Multiple Entry Business visas will no longer be granted for any nationality.

1 Year Multiple Entry Business visa fee will be \$133.00

5 Year Multiple Entry Business visa fee will be \$213.00

Employment Visa

6 Month Multiple Entry Employment visa will be \$93.00

1 Year Multiple Entry Employment visa fee will be \$133.00

Transit Visa

15 Days Single Entry Transit visa fee will be \$33.00

15 Days Double Entry Transit visa fee will be \$33.00

Missionaries Visa

6 Month Multiple Entry Missionaries visa fee will be \$93.00

1 Year Multiple Entry Missionaries visa fee will be \$133.00

List of Special Rate Changes for Specific Citizenships

Australia Citizens

(Note that if a reference is required, there is a \$20.00 Reference fee in addition to the fees mentioned below):

Business Visa

6 Month Multiple Entry Business visa will not be granted

1 Year Multiple Entry Business visa fee will be \$228.00

5 Year Multiple Entry Business visa fee will be \$308.00

Employment Visa

6 Month Multiple Entry Employment visa will be \$193.00

1 Year Multiple Entry Employment visa fee will be \$233.00

Austria Citizens

(Note that if a reference is required, there is a \$20.00 Reference fee in addition to the fees mentioned below):

Employment Visa

6 Month Multiple Entry Employment visa will be \$98.00

1 Year Multiple Entry Employment visa fee will be \$138.00

Canada Citizens

(Note that if a reference is required, there is a \$20.00 Reference fee in addition to the fees mentioned below):

Employment Visa

6 Month Multiple Entry Employment visa will be \$163.00

1 Year Multiple Entry Employment visa fee will be \$203.00

Czech Republic Citizens

(Note that if a reference is required, there is a \$20.00 Reference fee in addition to the fees mentioned below):

Business Visa

6 Month Multiple Entry Business visa will not be granted

1 Year Multiple Entry Business visa fee will be \$203.00

5 Year Multiple Entry Business visa fee will be \$283.00

Denmark Citizens

(Note that if a reference is required, there is a \$20.00 Reference fee in addition to the fees mentioned below):

Employment Visa

6 Month Multiple Entry Employment visa will be \$138.00

1 Year Multiple Entry Employment visa fee will be \$178.00

Ecuador Citizens

(Note that if a reference is required, there is a \$20.00 Reference fee in addition to the fees mentioned below):

Business Visa

6 Month Multiple Entry Business visa will not be granted

1 Year Multiple Entry Business visa fee will be \$253.00

5 Year Multiple Entry Business visa fee will be \$333.00

France Citizens

(Note that if a reference is required, there is a \$20.00 Reference fee in addition to the fees mentioned below):

Business Visa

6 Month Multiple Entry Business visa will not be granted

1 Year Multiple Entry Business visa fee will be \$178.00

5 Year Multiple Entry Business visa fee will be \$258.00

Employment Visa

6 Month Multiple Entry Employment visa will be \$148.00

1 Year Multiple Entry Employment visa fee will be \$188.00

Iran Citizens

(Note that if a reference is required, there is a \$20.00 Reference fee in addition to the fees mentioned below):

Business Visa

6 Month Multiple Entry Business visa will not be granted

1 Year Multiple Entry Business visa fee will be \$288.00

5 Year Multiple Entry Business visa fee will be \$368.00

Employment Visa

6 Month Multiple Entry Employment visa will be \$248.00

1 Year Multiple Entry Employment visa fee will be \$288.00

Ireland Citizens

(Note that if a reference is required, there is a \$20.00 Reference fee in addition to the fees mentioned below):

Business Visa

6 Month Multiple Entry Business visa will not be granted

1 Year Multiple Entry Business visa fee will be \$213.00

5 Year Multiple Entry Business visa fee will be \$293.00

Employment Visa

6 Month Multiple Entry Employment visa will be \$173.00

1 Year Multiple Entry Employment visa fee will be \$213.00

Israel Citizens

(Note that if a reference is required, there is a \$20.00 Reference fee in addition to the fees mentioned below):

Employment Visa

6 Month Multiple Entry Employment visa will be \$1013.00

1 Year Multiple Entry Employment visa fee will be \$1053.00

Italy Citizens

(Note that if a reference is required, there is a \$20.00 Reference fee in addition to the fees mentioned below):

Employment Visa

6 Month Multiple Entry Employment visa will be \$118.00

1 Year Multiple Entry Employment visa fee will be \$158.00

New Zealand Citizens

(Note that if a reference is required, there is a \$20.00 Reference fee in addition to the fees mentioned below):

Business Visa

6 Month Multiple Entry Business visa will not be granted

1 Year Multiple Entry Business visa fee will be \$143.00

5 Year Multiple Entry Business visa fee will be \$223.00

Employment Visa

6 Month Multiple Entry Employment visa will be \$158.00

1 Year Multiple Entry Employment visa fee will be \$198.00

Nigeria Citizens

(Note that if a reference is required, there is a \$20.00 Reference fee in addition to the fees mentioned below):

Business Visa

6 Month Multiple Entry Business visa will not be granted

1 Year Multiple Entry Business visa fee will be \$303.00

5 Year Multiple Entry Business visa fee will be \$383.00

Norway Citizens

(Note that if a reference is required, there is a \$20.00 Reference fee in addition to the fees mentioned below):

Employment Visa

6 Month Multiple Entry Employment visa will be \$103.00

1 Year Multiple Entry Employment visa fee will be \$143.00

Philippines Citizens

(Note that if a reference is required, there is a \$20.00 Reference fee in addition to the fees mentioned below):

Business Visa

6 Month Multiple Entry Business visa will not be granted

1 Year Multiple Entry Business visa fee will be \$233.00

5 Year Multiple Entry Business visa fee will be \$313.00

Poland Citizens

(Note that if a reference is required, there is a \$20.00 Reference fee in addition to the fees mentioned below):

Business Visa

6 Month Multiple Entry Business visa will not be granted

1 Year Multiple Entry Business visa fee will be \$158.00

5 Year Multiple Entry Business visa fee will be \$238.00

Portugal Citizens

(Note that if a reference is required, there is a \$20.00 Reference fee in addition to the fees mentioned below):

Employment Visa

6 Month Multiple Entry Employment visa will be \$103.00

1 Year Multiple Entry Employment visa fee will be \$143.00

Saudi Arabia Citizens

(Note that if a reference is required, there is a \$20.00 Reference fee in addition to the fees mentioned below):

Business Visa

6 Month Multiple Entry Business visa will not be granted

1 Year Multiple Entry Business visa fee will be \$228.00

5 Year Multiple Entry Business visa fee will be \$308.00

Singapore Citizens

(Note that if a reference is required, there is a \$20.00 Reference fee in addition to the fees mentioned below):

Tourist Visa

6 Month Multiple Entry Tourist visa fee will be \$38.00

Entry Visa

6 Month Multiple Entry Entry visa fee will be \$38.00

South Korea Citizens

(Note that if a reference is required, there is a \$20.00 Reference fee in addition to the fees mentioned below):

All Visa Types

For all visa types, the visa fee will be \$13.00

Sri Lanka Citizens

Tourist Visa

6 Month Single Entry Tourist visa fee will be \$37.00 (includes \$20.00 Reference fee)

6 Month Multiple Entry Tourist visa fee will be \$40.00 (includes \$20.00 Reference fee)

1 Year Multiple Entry Tourist visa will not be granted

Business Visa

6 Month Single Entry Business visa fee will be \$37.00 (includes \$20.00 Reference fee)

6 Month Multiple Entry Business visa fee will be \$43.00 (includes \$20.00 Reference fee)

1 Year Multiple Entry Business visa fee will be \$43.00 (includes \$20.00 Reference fee) Conference Visa

3 Month Single Entry Conference visa fee will be \$37.00 (includes \$20.00 Reference fee)

Journalist Visa

3 Month Single Entry Journalist visa fee will be \$37.00 (includes \$20.00 Reference fee)

Transit Visa

15 Days Single Entry Transit visa fee will be \$37.00 (includes \$20.00 Reference fee)

15 Days Double Entry Transit visa fee will be \$37.00 (includes \$20.00 Reference fee)

Entry Visa

6 Month Single Entry Entry visa fee will be \$37.00 (includes \$20.00 Reference fee)

6 Month Multiple Entry Entry visa fee will be \$40.00 (includes \$20.00 Reference fee)

1 Year Multiple Entry Entry visa will not be granted

Employment Visa

6 Month Single Entry Employment visa fee will be \$37.00 (includes \$20.00 Reference fee)

6 Month Multiple Entry Employment visa fee will be \$40.00 (includes \$20.00 Reference fee)

1 Year Multiple Entry Employment visa fee will be \$43.00 (includes \$20.00 Reference fee)

Student Visa

1 Year Multiple Entry Student visa fee will be \$40.00 (includes \$20.00 Reference fee)

Research Visa

1 Year Multiple Entry Research visa fee will be \$40.00 (includes \$20.00 Reference fee)

Thailand Citizens

(Note that if a reference is required, there is a \$20.00 Reference fee in addition to the fees mentioned below):

Business Visa

6 Month Multiple Entry Business visa will not be granted

1 Year Multiple Entry Business visa fee will be \$213.00

5 Year Multiple Entry Business visa fee will be \$293.00

Employment Visa

6 Month Multiple Entry Employment visa will be \$173.00

1 Year Multiple Entry Employment visa fee will be \$213.00

Turkey Citizens

(Note that if a reference is required, there is a \$20.00 Reference fee in addition to the fees mentioned below): Employment Visa

6 Month Multiple Entry Employment visa will be \$113.00

1 Year Multiple Entry Employment visa fee will be \$153.00

UAE Citizens

(Note that if a reference is required, there is a \$20.00 Reference fee in addition to the fees mentioned below):

Business Visa

6 Month Multiple Entry Business visa will not be granted

1 Year Multiple Entry Business visa fee will be \$428.00

5 Year Multiple Entry Business visa fee will be \$508.00

Employment Visa

6 Month Multiple Entry Employment visa will be \$388.00

1 Year Multiple Entry Employment visa fee will be \$428.00

Ukraine Citizens

(Note that if a reference is required, there is a \$20.00 Reference fee in addition to the fees mentioned below):

Business Visa

6 Month Multiple Entry Business visa will not be granted

1 Year Multiple Entry Business visa fee will be \$213.00

5 Year Multiple Entry Business visa fee will be \$293.00

United Kingdom Citizens

(Note that if a reference is required, there is a \$20.00 Reference fee in addition to the fees mentioned below):

Business Visa

6 Month Multiple Entry Business visa will not be granted

1 Year Multiple Entry Business visa fee will be \$168.00

5 Year Multiple Entry Business visa fee will be \$248.00

CONSULAR PROCESS TIME IS NORMALLY 7 DAYs in most cases. Citizens of Pakistan, Afghanistan, Sri Lanka, PR China or those US citizens born in those countries can expect longer processing times. **Rush service via a third party service is not available at this time. We apologize for any inconvenience. RUSH SERVICE IS AVAILABLE TO THE APPLICANT IF THEY APPEAR PERSONALLY**

San Francisco Consular Jurisdiction covers the following states: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nebraska, Nevada New Mexico, Oregon ,Utah, Washington And Wyoming

OTHER CONSULATES GENERAL AND THEIR JURISDICTION:

JURISDICTION

EMBASSY OF INDIA, WASHINGTON, DC: Delaware, Kentucky, Maryland, North Carolina, South-Carolina, Tennessee, Virginia, West Virginia, Washington, DC.

CONSULATE GENERAL OF INDIA, NEW YORK: Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Puerto Rico, Rhode Island, Vermont, Virgin Islands.

CONSULATE GENERAL OF INDIA, CHICAGO: Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, North Dakota, South Dakota, Wisconsin.

CONSULATE GENERAL OF INDIA, HOUSTON: Alabama, Arkansas, Florida, Georgia, Kansas, Louisiana, Mississippi, Oklahoma, Texas.



सत्यमेव जयते

CONSULATE GENERAL OF INDIA
540 Arguello Blvd. San Francisco, CA 94118
Tel: 415-668-0662 | Fax: 415-668-9764
www.cgisf.org

**ADDITIONAL FORM TO BE FILLED IN BY NON RESIDENTS /VISITORS IN U.S.A.
ALONGWITH VISA APPLICATION FORM**

TO BE FILLED IN CAPITALS (BLACK INK)

SURNAME/ FAMILY NAME.....
FIRST & MIDDLE NAME.....
NAME OF FATHER/ SPOUSE.....
NATIONALITY.....
DATE OF BIRTH.....PLACE OF BIRTH.....
PASSPORT NO.....
DATE OF ISSUE.....PLACE OF ISSUE.....
PROFESSION/ OCCUPATION.....
PERMANENT ADDRESS.....
.....TEL NO.....
PURPOSE OF VISIT.....
TYPE OF VISA REQUESTED.....PERIOD.....

SIGNATURE OF APPLICANT

(FOR OFFICIAL USE ONLY)

Dated.....

Forwarded to Indembassy/ Hicomind/ Congendia.....with the request to convey your No Objection to grant of visa to above applicant urgently. If no reply is received within 72 hours of issue of this msg., your clearance shall be presumed and visa issued as per relevant instructions/ local checks.

Vice Consul (PV)

SAMPLE LETTER OF RESPONSIBILITY FOR BUSINESS VISAS (PLEASE USE YOUR COMPANY LETTERHEAD)

(Date)

Consulate General of India
San Francisco, CA (OR OTHER INDIAN CONSULATE GENERAL OR EMBASSY)

Attention: Visa Section

Dear Sir/Madam,

This letter is to confirm that Mr./Mrs./Miss. (full name), (state position with company, as well as length of employment), will be traveling to (city, India), for the purpose of (state specific nature of business). While in (city, India), his/her principal contact will be (name, address, phone and title). The arrival date in India will be _____ and the departure date from India will be _____. The length of stay will be (approximate length, date to date if known). **Please issue (choose one- 6months; 1 year; 5years; 10year visa).** While in India he / she will be staying at (name and address of hotel). **IF YOU ARE REQUESTING A MULTIPLE ENTRY VISA, PLEASE STATE REQUEST HERE. (actual granting may be at the discretion of the consulate and depends on type of passport, the reciprocal relationship between the two countries and / or the frequency of travel to that country.)**

(Your company name here) hereby guarantees sufficient funds for his/her stay, as well as, round-trip air transportation and full medical insurance coverage. Please issue the appropriate visa.

Sincerely,

(Name and Title of person **other than the applicant** who can take responsibility for the contents of this letter)