



INSTRUCTIONS FOR SUBMITTING

COPY OF YOUR PASSPORT

2 PASSPORT PHOTOS

VIETNAM VISA APPLICATION

COPY OF YOUR PASSPORT

We need a Full Color Copy of your Passport.

- Copy needs to include the Signature Page
- And the Information Page
- The Numbers at the bottom of the Information Page need to be included.
- The copy of your Passport needs to be Clear and Readable.
- For best results, use a color flat bed scanner, not your cell phone camera.
- Include both of your Passport Photos in the scan of your Passport.
- **Important Notice:** Your passport must be valid for at least six months after the date of your return flight. You will also need three blank pages in your passport for visa, entry and exit stamps.
- See example on page 2.

2 PASSPORT PHOTOS

We need 2 Passport Photos.

- After you have scanned your Passport Photos with your Passport, submit the Passport Photos to us along with your other Registration documents.
- Do Not Glue or Staple your Passport Photos to the Vietnam Visa Application.

VIETNAM VISA APPLICATION

- Directions for filling out the Vietnam Visa start on page 3.
- Since we will be submitting the Visa Applications on your behalf, please follow the directions that we provide and not the directions on the Visa Application.

SAMPLE PASSPORT



PASSPORT FORMAT:

PASSPORT EXPIRATION: NEEDS TO BE VALID FOR AT LEAST SIX (6) MONTHS FROM RETURN DATE OF TOUR.

SCAN PASSPORT:

ACTUAL SIZE OF PASSPORT. NOT FULL-PAGE COPY.

COLOR COPY OF BOTH PAGES OF PASSPORT.

PASSPORT PHOTOS: PLACE TWO PASSPORT PHOTOS BESIDE PASSPORT.

MAKE SURE THE COPY IS CLEAR AND ALL INFORMATION ON PASSPORT IS INCLUDED.

MAKE SURE NUMBERS/SYMBOLS AT THE BOTTOM OF PASSPORT ARE INCLUDED.

IMPORTANT!

Do Not send application to the Vietnamese Embassy!

Send Vietnam Visa Application

To

Vietnam Battlefield Tours

Vietnam Battlefield Tours will apply for “Visas on Arrival” through our partners in Vietnam.

Send **Vietnam Battlefield Tours** the following items concerning your Passport and Visa Application.

- Color Copy of your Passport as shown on page 2
- Include Two Passport photos.
- Completed Vietnam Visa Application

Send to: **Vietnam Battlefield Tours**
5150 Broadway St. #473
San Antonio, TX 78209-5701

Directions for filling out the Vietnamese Visa Application Form

The attached Vietnam Visa Application can either be filled out by hand or it can be downloaded from Vietnam Battlefield Tours' website and filled out on your computer.

If you are filling this Visa Application out by hand, follow all the directions below, and then send the application to Vietnam Battlefield Tours along with your other Tour Registration forms.

If you are filling this Visa Application out on your computer, download the application to your computer; save it there; and then fill it out. Once the application is filled out, print the application, sign it, and then send the application to Vietnam Battlefield Tours along with your other Tour Registration forms.

Dates on this Visa Application: All requested dates on this application are to be filled out using the DD/MMM/YYYY format. So, for example: if you were born on 3/25/46 you would write your birthday as 25/Mar/1946.

Note: if you are filling out the form on your computer, you can enter the date information as 25/3/1946 and it will be converted to 25/Mar/1946 and placed in the spaces on the form.

Vietnam Visa Form Fields

1. **Full Name:** Must write in capital letters and must match your passport details.
2. **Date of Birth:** Write in DD/MMM/YYYY order.
3. **Sex:** Check one
4. **Place of birth:** Write both city and country name.
5. **Nationally:**

Nationality at Birth: Write your nationality. I.e: USA / United Kingdom (not American or British)

Current Nationality: Write your nationality. I.e: USA / United Kingdom (not American or British)
6. **Passport Number:** Enter your Passport Number
Date of Issue: Write in DD/MMM/YYYY order.
Date of Expiry: Write in DD/MMM/YYYY order.
7. **Profession:** List your Occupation here. If you are "Retired", list that.
Place of Employment: List your Employer name and business address here.
 If you are Retired, list "None".
Telephone (Office): List your Employer Phone number here or "None".
8. **Present mailing address:** Enter your home address (no P.O. Box)
Email: Enter your email address. If none, enter "None".
Telephone: Enter best contact phone number.
9. **Purpose of visit to Vietnam:** Enter "Tourism"
10. **Name, address of your contact:** This is the name and address of the hotel in Viet Nam that we will be staying at on the first night in country. **Vietnam Battlefield Tours has already filled that in for you.**
11. **Proposed Date of Entry:** This is the first day that you enter Vietnam. (DD/MMM/YYYY).
Proposed Date of Exit: This is the day that you leave Vietnam. (DD/MMM/YYYY).
12. **Requesting a Visa Good for:** - Check either Single or Multiple. In most cases it is going to be "Single".
Length of Stay: Check "One Month"

Date and sign your application.

Visa Approval/Reference Number (if any):

EMBASSY OF VIETNAM
1233 20th Street, NW, Suite 400
Washington, D.C. 20036
Tel: (202) 861-0737 & (202) 861-2293
Fax: (202) 861-4917
<http://www.vietnamembassy.us>

VISA APPLICATION
(FOR NON-VIETNAMESE PASSPORT HOLDERS)

(2 inch photo)
Glue photo here
01 inch photo
staple photo here for a
household visa request

1. Name (in block letters):
 Family name: _____ First name: _____ Middle name: _____

2. Date of birth: _____
 Date / Month / Year

3. Male: ☐ Female: ☐

4. Place of birth: _____

5. Nationality at birth: _____
 Nationality at present: _____

6. Passport number: _____
 Date of issue: _____
 Date of expiry: _____

7. Profession: _____
 Place of employment: _____
 Telephone (Office): _____

8. Present mailing address: (P.O. Box Not Accepted for USPS express mail)

* Email: _____
 * Telephone: _____

9. Purpose of visit to Vietnam: _____

10. Name, address of your contact (sponsor, host, hotel...) in Vietnam (if any)

11. Proposed date of entry:
 Date / Month / Year
 Proposed date of exit:
 Date / Month / Year

12. Requesting a visa good for:
 • Times of entries:
 - Single (one time) visit ☐
 - Multiple visits ☐
 • Length of stay:
 - One month ☐
 - 03 months ☐
 - Less than 6 Months (with an approval only) ☐
 - Up to one year (with an approval only) ☐

I solemnly declare that the statements made in this application are true and correct.
 Date: _____
 Signature of Applicant: _____

* Required for further contact

**Don't Glue or Staple your
Passport photo here.**

Don't worry about this area here.

Visa Approval/Reference Number (if any):



EMBASSY OF VIETNAM
1233 20th Street, NW, Suite 400
Washington, D.C. 20036

Tel: (202) 861-0737 & (202) 861-2293
Fax: (202) 861-0917
<http://www.vietnamembassy.us>

VISA APPLICATION

(FOR NON-VIETNAMESE
PASSPORT HOLDERS)

01 Photo
(2 inches x 2 inches)
Glued photo here
01 additional photo
stapled to this form for a
loose -leaf visa request

1. Name (in block letters):

.....
Family name First name Middle name

2. Date of birth:...../...../.....
Date / Month / Year

3. Male: ☐ **Female** ☐

4. Place of birth:.....

5. Nationality at birth:.....

Nationality at present:.....

6. Passport number:.....

Date of issue:.....

Date of expiry:.....

7. Profession:.....

Place of employment:.....

.....

.....

Telephone (Office):.....

8. Present mailing address: (P.O Box Not
Accepted for USPS express mail)

.....

.....

.....

.....

*** Email :**.....

*** Telephone :**.....

9. Purpose of visit to Vietnam:

.....

.....

.....

I solemnly declare that the statements made in this application are true and correct.

Date:.....

Signature of Applicant

**10. Name, address of your contact (sponsor, host,
hotel...) in Vietnam (if any)**

NEW EXPERIENCE TOURS - VLC TOURS

94 TRAN QUOC TOAN Str., Hoan Kiem District

Hanoi, Vietnam

Tel: 84-24 39332571 - Tel: 84 (0)98315 7075

MS. VU THI LAN PHUONG

11. Proposed date of entry:

...../...../.....

Date / Month / Year

Proposed date of exit:

...../...../.....

Date / Month / Year

12. Requesting a visa good for:

• Times of entries:

- *Single (one time) visit* ☐

- *Multiple visits* ☐

• Length of stay:

- *One month* ☐

- *03 months* ☐

- *Less than 6 Months (with an approval only)* ☐

- *Up to one year (with an approval only)* ☐

Check list: Before submitting, make sure you have included:

- ☐ Original Passport (for a **visa sticker request**); or ☐ Passport copy (front photo page, for a **loose-leaf visa request**)
- ☐ Completed and signed Application with One Photo glued or stapled;
- ☐ Visa Fee: Money Order (or Cashier's Check); and
- ☐ Prepaid USPS Express Mail or FedEx Slip, (if you want your visa be returned by mail).

* Required for further contact