

You Need To Send To VisaCentral:

**VisaCentral
4301 Connecticut Avenue NW
Suite 250
Washington, DC 20008**

Be sure to include all the items below for your China visa:

- Passport**
- Photographs**
- Invitation Letter - EF will provide**
- VisaCentral Order Form**
- Visa Application Form**
- Original and Photocopy Versions of all Application Materials**

Dear Traveler,

VisaCentral is pleased to assist you with obtaining your visa to China for your EF Educational Tours tour. The following visa application kit provides information ensuring that your visa application experience is fast, easy, and secure.

Who can use this kit?

US Passport Holders: Use the instructions and forms in this kit.

Canadian Passport Holders: If you reside in the United States and possess either a valid US travel visa or a valid US Green Card (Alien Registry Card), you may use the instructions and forms in this kit (Consular fees may vary for Canadian passport holders). If you reside in Canada, please contact our Toronto office online at <http://www.visacentral.ca> or call 888-665-9956.

If you do not hold a valid US or Canadian passport, contact VisaCentral at customerservice@visacentral.com, or by phone, 877-535-0688, to obtain additional visa application requirements.

Getting started

To process your order you will need to:

- Provide the required personal documents
- Complete the forms included in your visa application kit
- Send your completed visa application kit to VisaCentral for processing

If you have any questions during your application process, please call 877-535-0688 to speak with a VisaCentral specialist. Please mention that you are on a **EF Educational Tours** tour, account # **73032**, and have your program name (**EF Educational Tours**) handy when you call. We are available between 7:30 a.m. until 8:00 p.m. CST, Monday through Friday.

Processing your visa is an important and time-sensitive process. Make sure that you receive your visa in time for your trip by submitting your application today, but no earlier than 90 days prior to your departure. VisaCentral provides service to over 1 million international customers every year. We are trusted by three quarters of Fortune 500 companies, so you can rest assured that your passport is in good hands. Thank you for choosing VisaCentral's fast, easy, and secure service to fulfill your visa processing needs. We appreciate your business and look forward to working with you.

Sincerely,

Hector Laya,
Director
Customer Care

We are planning to send all of ours
in by the 1st of April.

Collect all required materials &
have ready by March meeting.

You Have Requested:

Requirements For: China
Type Of Visa: Tourist, One Entry, Consulate Decides Validity
Traveler Nationality: United States of America
Account Number: 73032
Information Valid As Of: Tuesday, November 27, 2012

our account #.

You Need To Provide:



Passport

Blw ok

You must provide your actual signed passport, including one copy of the personal information page of your passport. Your passport must:

- Be valid for six months beyond the length of your requested visa (for example, if you are requesting a 12 month visa your passport must be valid for 18 months)
- Have at least one blank visa page (amendments and endorsement pages cannot be used to fulfill this requirement)
- If requesting multiple entries, the passport must contain at least two blank facing visa pages, there can be no stamps or amendment endorsement type on the pages
- Not be frayed, torn, separating, or altered in any other way

If your passport does not meet these requirements, please contact VisaCentral at 1-(877) 535-0688 for further details.

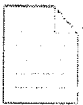


Photographs

You must provide one color, passport-type photograph. The photograph must:

- Be printed on photo paper
- Be two inches by two inches
- Have a white background
- Have been taken within the last six months

Office depot had the Cheapest



Invitation Letter

VisaCentral will obtain a copy of your tour itinerary, on your behalf, from your Tour Operator to fulfill the Invitation Letter requirement.

E.F. Will take care of this.

You Need To Fill Out:



VisaCentral Order Form

You must provide one completed VisaCentral Order Form. The form must:

- Include a valid email address and payment information, if applicable
- Include your signature in blue or black ink



Visa Application Form

You must provide one completed copy of the visa application form found in this kit. The application form must:

- Be typed (no handwritten forms will be accepted)
- Include answers for all fields
- Be printed single-sided
- Display your full name as it appears in your passport
- Be signed

This May Pertain To You:



Chinese Born Citizens

If you were born in China, you must write your name in Chinese characters for question 1.3 on the visa application form. If you have been previously issued a China visa in your current or expired passport you must submit a copy of that visa. If you have never been issued a China visa you must submit your original Chinese passport or birth certificate showing your name in Chinese characters.

Hong Kong or Macau Travel

Visiting Hong Kong or Macau is considered leaving China. You must obtain a multiple entry visa if you leave Mainland China to visit Hong Kong and Macau with the intention to re-enter the mainland before finally departing from China.

Expedited Processing

The Chinese Embassy requires you to submit a travel itinerary if you choose to expedite your visa. Your itinerary must show proof of *direct departure to mainland China* within 3 business days if you choose "2-3" day processing on your China visa application.

Children Under 18 Years Old

B/W eK

All minors traveling to China must provide a copy of their birth certificate along with a copy of each parent's U.S. passport. If the parents are not U.S. citizens, they must provide a copy of their U.S. Status.

Urgent Applications

For urgent visa applications which carry a tight deadline, we offer a Pre-Check service to save applicants valuable time. Once you have collected the required documents for your visa application and completed the visa application form, simply scan these items and email them over to our team. One of our experienced Visa Consultants will check the documents and contact you to advise of any potential problems within 3 hours of receipt of the email, preventing unnecessary delays to your application. For more information on this service visit For more information on this service visit <http://www.cibtvisas.com/visa-pre-check-service.php>.

→ IF a parent doesn't have a passport a color copy of their drivers license will be acceptable. But only if there is not a passport.

Visa Application Requirements

Processing Times:

Please submit your materials to VisaCentral no earlier than 90 days prior to the arrival in the first destination requiring a visa, but no later than 21 business days prior to the date you need your passport returned to you. Every effort will be made to submit your completed applications to the consulate on the day received, if it reaches our office by 8.00 a.m. or earlier. A fee of \$30 will be assessed for orders submitted on the same day that we receive your application. If you are ordering a passport in addition to your visa, please remember that passports must be processed separately from visas and will require additional processing time to be taken.

Pricing:

Pricing:

EF Educational Tours has partnered with VisaCentral to provide you with a safe, secure, and reliable way to secure your necessary visa for your upcoming voyage. Special discounted pricing is available to you when you secure your documents at least 21 business days prior to the date you require your items returned.

Service fees are charged per item, and final cost is determined by the number of business days allowed for processing and the services required to complete your order. In addition to service fees, consular processing fees are included in the cost of your visa application. VisaCentral submits payment for your application to the appropriate consulate on your behalf. Consular fees can change at any time without notice, and a 4.9% processing fee is assessed on consular fees when they are paid by VisaCentral.

Standard Pricing (21+ business days or more):

- VisaCentral Service Fee
- China Consular Fee:

① \$57.00
② \$140.00
③ \$16.86

Should you delay, visas may be secured in less than 21 business days depending upon your destination. Additional costs, including service and rush consular fees, will apply. Call VisaCentral at 877-535-0688 to learn the minimum time to secure your visa.

Rush Pricing:

- VisaCentral Service Fee \$96.00
- China Consular Fee (additional rush charges may apply): \$140.00

Shipping:

To VisaCentral:

We recommend that items be sent to us via FedEx, UPS, or other secure and traceable delivery service. To get a pre-addressed FedEx shipping label, click: [Get Shipping Label](#)

You may also manually type the following into your browser for a pre-addressed shipping label: <http://www.visacentral.com/shippinglabel.pdf?city=DC&accountCode=73032> ④ \$34.50

From VisaCentral:

Documents will be returned via overnight mail. A fee of \$29.00 will be charged for standard overnight shipping. Additional charges will apply for international shipping, weekend, same day, after-hours delivery and shipments to Alaska, Hawaii or Puerto Rico. A \$6.00 handling fee will apply to customer-supplied shipping labels. To offset increased overnight carrier charges related to fuel recovery, a 5% carrier fuel charge is assessed on shipping charges.

⑤ \$30.45

Customer Service:

To receive assistance with your application, please contact VisaCentral by email at customerservice@visacentral.com or call at (877) 535-0688 between 7:30 am and 8:00 pm, Central Time, Monday through Friday. Please reference 73032 as your VisaCentral account number. Please visit <http://www.visacentral.com> to view our Terms & Conditions.

Est. total
\$ 268.81

Must be paid with a
Credit Card.

Sample

中华人民共和国签证申请表

Visa Application Form of the People's Republic of China

申请人必须如实、完整地填写本表格。请逐项在空白处用中文或英文大写字母打印填写，或在□打×选择。如有更多需要声明事项，请附另纸说明。 *Applicant should fill out this form truly and completely. Please type your answer in capital English letters in the space provided or cross the appropriate box to select. If there is more information to declare, please type on a separate sheet.*

如申请到中国工作、留学，或与护照偕行人同行，或不在国籍国申请签证，你还需填写签证申请表附表(Form V.2011B)。 *If you are applying to work or study in China, or if someone else travelling with you shares the same passport, or if you are applying for a visa in a country or territory other than the country of your current nationality, you should fill out the Supplementary Visa Application Form(Form V.2011B).*

一、个人信息 Section I: Personal information

1.1 英文姓名 Full English name as in passport	姓 Surname: <u>Albrecht</u> 名 Given name: <u>Jason</u>	1.2 性别 Sex <input checked="" type="checkbox"/> 男 M <input type="checkbox"/> 女 F	<p>照片 / Photo</p> <p>请将 1 张近期正面免冠、浅色背景的彩色护照照片粘贴于此。</p> <p>Please affix one recent identical color photo (full face, front view, unmounted and against a plain light background).</p>
1.3 中文姓名 (如有, 请用汉字) Name in Chinese character (if applicable)	_____		
1.4 别名或曾用名 Other names you are, or have been known by	_____		
1.5 用本国语言书写的名字 Name in ethnic script	_____		
1.6 现有国籍 Current nationality	<u>American</u>	1.7 曾有国籍 Former nationality	
1.8 同时具有的国籍 Other nationality(ies)	_____	1.9 出生日期 Date of birth (yyyy-mm-dd)	<u>1969-11-03</u>
1.10 出生地点(国、省/市) Place of birth (city, province/state, country)	<u>Sarasota, Florida USA</u>	1.11 当地身份证号码 Local ID card number	_____
1.12 婚姻状况 Marital status	<input checked="" type="checkbox"/> 已婚 Married <input type="checkbox"/> 未婚 Never Married <input type="checkbox"/> 离婚 Divorced <input type="checkbox"/> 丧偶 Widowed <input type="checkbox"/> 其他 (请说明) Other (Please specify): _____		
1.13 当前职业 (可选多项) Current occupation(s)	<input type="checkbox"/> 商人 Businessman <input type="checkbox"/> 政府官员 Government official <input type="checkbox"/> 公司职员 Company employee <input type="checkbox"/> 新闻从业人员 Staff of media <input checked="" type="checkbox"/> 教师 Teacher <input type="checkbox"/> 宗教人士 Religious worker <input type="checkbox"/> 学生 Student <input type="checkbox"/> 现役军人 Active duty military personnel <input type="checkbox"/> 家庭主妇 Housewife <input type="checkbox"/> 退休 Retired <input type="checkbox"/> 无业 Unemployed <input type="checkbox"/> 乘务人员 Crew member <input type="checkbox"/> 国会议员 Member of national parliament <input type="checkbox"/> 其他(请说明) Other (Please specify): _____		
1.14 护照种类 Passport type	<input type="checkbox"/> 外交 Diplomatic <input type="checkbox"/> 公务、官员 Service or official <input checked="" type="checkbox"/> 普通 Ordinary <input type="checkbox"/> 其他证件(请说明) Other (Please specify): _____		
1.15 护照号码 Passport number	<u>48541 - - - -</u>	1.16 签发日期 Date of issue (yyyy-mm-dd)	<u>2011-11-16</u>
1.17 签发地点(省/市及国家) Place of issue (city, province/state, country)	<u>United States</u>	1.18 失效日期 Expiration date (yyyy-mm-dd)	<u>2021-11-15</u>
1.19 办理签证通常需要 4 个工作日。如需加急, 请注明, 但须另外缴费。Normally visa processing takes 4 working days. Extra fees are charged for express or rush service.	<input checked="" type="checkbox"/> 普通(4 个工作日) Regular for 4 working days; <input type="checkbox"/> 加急(2-3 个工作日) Express for 2-3 working days; <input type="checkbox"/> 特急 Rush for 1 working day.		

二、赴华旅行信息 Section 2: Travel information

S
A
M
P
L
E

2.1 赴中国主要事由 (可选多项) Major purpose(s) of your visit(s) to China	<input checked="" type="checkbox"/> 旅游 Tourism <input type="checkbox"/> 记者常驻 As resident journalist <input type="checkbox"/> 探亲 Family visit <input type="checkbox"/> 记者临时采访 As journalist for temporary news coverage <input type="checkbox"/> 访友 Visiting friends <input type="checkbox"/> 常驻外交、领事官员 As resident diplomat or consul <input type="checkbox"/> 商务 Business trip <input type="checkbox"/> 商业演出 Commercial performance <input type="checkbox"/> 会议 Meeting <input type="checkbox"/> 执行乘务 As crew member <input type="checkbox"/> 过境 Transit <input type="checkbox"/> 留学 Study <input type="checkbox"/> 任职就业 Employment <input type="checkbox"/> 官方访问 Official visit <input type="checkbox"/> 其他(请说明) Other (Please specify):	
2.2 计划入境次数 Intended number of entries	<input checked="" type="checkbox"/> 一次入境 (自申请日起3个月内有效) One entry valid for 3 months from application <input type="checkbox"/> 二次入境 (自申请日起3-6个月内有效) Two entries valid for 3 to 6 months from application <input type="checkbox"/> 半年多次入境 (自申请日起半年内有效) Multiple entries valid for 6 months from application <input type="checkbox"/> 一年多次入境 (自申请日起一年内有效) Multiple entries valid for 12 months from application <input type="checkbox"/> 其他(请说明) Other (Please specify):	
2.3 首次行程抵达中国的日期 Date of your first entry (yyyy-mm-dd)	2013 - 06 - ____	
2.4 预计行程中单次在华停留的最长天数 Your longest intended stay among all entries of your intended visits in China	10 Days	
2.5 在中国逗留期间的住址及电话 (按时间顺序) Residence(s) and phone number(s) during your stay in China (in a time sequence)	详细邮政地址 Detailed mailing address	电话 Phone number
	Hotel info will be provided in March	
2.6 谁将承担往返中国及在中国的旅行费用? Who will pay for your cost of travelling and living during your stay in China?	<input checked="" type="checkbox"/> 你本人 Yourself <input type="checkbox"/> 邀请单位或个人 Inviter <input type="checkbox"/> 父母或法定监护人 Parent(s) or legal guardian(s) <input type="checkbox"/> 其他(请说明) Other (Please specify):	
2.7 在华期间有无医疗保险?如有,请填写保险公司名称及保险账号。Do you have medical insurance covering your visit in China? If 'Yes', please fill out the name of the medical insurance company and your account number.	YES... EF insurance We will get info by March	
2.8 在华邀请、联系的单位名称、地址及电话 Name, address and phone number of your inviter or contact unit in China	EF Info in March	
2.9 在华亲友、联系人的姓名、地址、电话 Name, address, phone number of your relative, friend or contact person in China	_____	

三、家庭、工作或学习信息 Section 3: Information about your family, work or study

3.1 详细家庭邮政住址 Detailed home mailing address		1166 Flannigan Cr Rd Viola, Idaho United States 83872		
3.2 家庭电话 Home phone number		509 330-2182	3.3 手机号码 Mobile phone number	Same
3.4 电子信箱 Email address		jsalbrecht87@yahoo.com		
3.5 工作单位或学校 Current employer or school	名称 Name	Moscow Middle School		
	邮政地址 Mailing address	1410 E. D Street Moscow, Idaho U.S.A.		
	电话 Phone number			
3.6 主要家庭成员 Major family members	姓名 Name	国籍 Nationality	职业 Occupation	关系 Relationship
	STACY Albrecht	U.S.A.	Teacher	wife
	Alex Albrecht	U.S.A.	Student	son
	N.K Albrecht	USA	Student	son
3.7 紧急情况下的联系人 Contact person in case of emergency		Lynda Albrecht	3.8 电话号码 Contact person's phone number	208 310 2025

四、其他情况 Section 4: Other information

4.1 是否曾经访问过中国? 如果是, 请说明最近一次情况。Have you ever visited China before? If 'Yes', please specify date, places and purpose of the recent visit.	NO	
4.2 在过去的 12 个月里是否访问过其他国家或地区。如果是, 请说明。Have you ever visited other countries or territories in the last 12 months? If 'yes', please specify date, name of countries or territories and purpose of the visits.	Puerto Rico - Tourism	
4.3 是否曾在中国超过签证或居留许可允许的期限停留? Have you ever overstayed your visa or residence permit in China?	<input type="checkbox"/> 是 Yes	<input checked="" type="checkbox"/> 否 No
4.4 是否曾经被拒绝颁发中国签证,或被拒绝进入中国? Have you ever been refused a visa for China, or been refused entry into China?	<input type="checkbox"/> 是 Yes	<input checked="" type="checkbox"/> 否 No
4.5 是否在中国或其他国家有违法记录? Do you have any criminal record in China or any other country?	<input type="checkbox"/> 是 Yes	<input checked="" type="checkbox"/> 否 No
4.6 是否患有以下任一种疾病 Are you affiliated with any of the following diseases? ① 严重精神疾病 Serious mental disorder ② 传染性肺结核病 Infectious pulmonary tuberculosis ③ 可能对公共卫生造成危害的其他传染病 Other infectious disease of public health hazards	<input type="checkbox"/> 是 Yes	<input checked="" type="checkbox"/> 否 No
4.7 近 30 日内是否前往过流行性疾病传染的国家或地区? Did you visit countries or territories infected by infectious diseases in the last 30 days?	<input type="checkbox"/> 是 Yes	<input checked="" type="checkbox"/> 否 No

S
M
A
D
P
e

4.8 如果对 4.3 到 4.7 的任何一个问题选择“是”，请在下面详细说明。
If you select Yes to any questions from 4.3 to 4.7, please give details below.

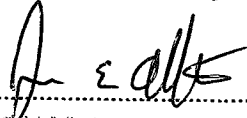
五、有关声明 Section 5: Relevant declaration

5.1 如计划赴中国工作、留学，或使用的护照上有一同旅行的携行人，或是在非国籍国申请签证，请填写签证申请表附表(Form V.2011B)，与本表一同递交。If you are seeking to work or study in China, or if someone else travelling with you shares the same passport with you, or if you are making this visa application in a country or territory other than the country of your nationality, please fill out the Supplementary Visa Application Form (Form V.2011B) and submit with this application form.

5.2 如果有本表未涉及而需专门陈述的其他与签证申请相关的事项，请在此说明。If you have more information about your visa application other than the above to declare, please give details below.

六、签名 Section 6: Signature

6.1 我已阅读并理解此表所有内容要求，并对照片及填报情况的真实性和准确性负责。I have read and understood all the questions in this application. I shall be fully responsible for the answers and the photo, which are true and correct.
6.2 我理解，能否获得签证、获得何种签证、入境次数以及有效期、停留期等将由领事官员决定，任何不实、误导或填写不完整均可能导致签证申请被拒绝或被拒绝进入中国。I understand that whether to issue a visa, type of visa, number of entries, validity and duration of each stay will be decided by consular officers, and any false, misleading or incomplete statement may result in the refusal of a visa for or denial of entry into China.

申请人签名
 Applicant's signature:  日期
 Date (yyyy-mm-dd): 2013-04-01

注：未满 18 周岁的未成年人可由父母或监护人代签。Note: Parent or guardian may sign on behalf of a minor aged less than 18 years.

For Parents
Who are
filling out
for their
child

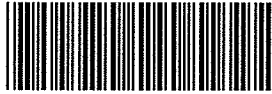
七、他人代填申请表时填写以下内容 Section 7: If the application form is completed by another person on the applicant's behalf, please fill out the following:

7.1 代填申请表人的姓名 Name of the person completing this form on the applicant's behalf		7.2 与申请人关系 Relationship to the applicant	
7.3 地址 Address		7.4 电话 Phone number	
7.5 所持身份证件种类 Type of ID document		7.6 证件号码 Number of ID	
7.7 声明 Declaration 我声明本人是根据申请人要求而协助填表，并证明申请人理解并确认表中所填写内容准确无误。 I declare that I have assisted in the completion this form at the request of the applicant and the applicant understands and agrees that the information provided is correct.			
代填人签名 /Signature :		日期/Date (yyyy-mm-dd):	

以下仅供领事官员填写 Official use only

签证种类		有效期		停留期	
审核人		日期		备注	

Sample



VisaCentral
A CIBT COMPANY

VisaCentral Order Form

Call us for Assistance: 877-535-0688

Tour Name/Code: **NEW/China**

Client Account Number: **73032**

Important Travel Dates

Date passport must be back in your possession* **05/31/2013**
(mm/dd/yy)

Date of next international trip: **05/31/2013**
(mm/dd/yy)

*This date determines if RUSH FEES apply. See page pricing page of your Visa Application Kit for more details

Traveler Information

Name (as printed in your passport)

#1 **Jason Evan Albrecht**

Phone Number **509 330-2182**

Email **jsalbrecht87@yahoo.com**

#2

Contact Information

Who should we contact regarding the order?

Jason E. Albrecht

Phone Number **509 330-2182**

Email **jsalbrecht87@yahoo.com**

Visa Services

	Entry Date	Exit Date	Type (enter Tourist, Business, Work, etc.)	# of Entries
Country #1: China	June - 2013	June - 2013	Tourist	1
Country #2:				
Country #3:				
Country #4				
Country #5:				

Document Return Instructions

Return documents to the address below Pick up at our office

Name: **Jason Albrecht**
Address: **1166 Flannigan cr rd**
Address:
City/State/Zip: **Viola Idaho 83872**
Phone Number: **509 330-2182**

Return Shipping Method

UPS Next Day Air:
FedEx Overnight:
Same Day or Courier (call for rates):

Choose one:

Delivery Without Signature:
Signature Required for Delivery:

Payment Method

Card Number: **XXXX XXXX XXXX XXXX**
Name on card: **Jason E. Albrecht**

Exp. Date (mm/yy): **11/15**
Signature: **[Signature]**

For US Passport Holders Only: VisaCentral highly recommends protecting your passport for replacement in case it is lost or stolen. Check this box to decline this \$25 service. By signing above you also acknowledge that all orders cancelled prior to submission to the appropriate government agency will be assessed standard processing fees. Please visit www.visacentral.com/passport-replacement-service.php for coverage details.

Terms Of Use:

VisaCentral will make every effort to provide you with accurate information and to obtain the travel visa, passport or other documents required for your international trip. VisaCentral does not warrant any information that it provides, and you use and rely on VisaCentral at your own risk. The following terms of service apply only to individual travelers who use VisaCentral to assist in obtaining a visa, passport, ETA, ESTA or other travel document. VisaCentral does not accept any liability for individuals or organizations obtaining information from VisaCentral who do not submit an order to VisaCentral for processing.

VisaCentral endeavors to provide the most current travel document requirements and related application forms, fees and processing times on our web site and application kits, however these items are subject to change frequently and without notice. The government agency issuing the visa or passport ("issuing authority") will make the final determination as to the type of visa or passport, how quickly it will be issued and for what duration it will be issued. Prior to approval, the issuing authority may ask for additional documentation. The issuing authority may reject any visa, passport or other travel document application for any reason and may not provide a reason to VisaCentral for the rejection. VisaCentral does not issue visas or passports and cannot make any guarantee or assurances that any issuing authority will issue any document nor can VisaCentral guarantee the time required for an issuing authority to grant or reject an application. Issuing authorities may choose to grant a different type of travel document than that which the applicant has requested which may impact the purpose, validity or number of entries. As a result, non-refundable tickets or reservations should not be purchased until all the required travel documents for your trip have been secured. VisaCentral, in addition to the issuing authorities, reserve the right to prioritize processing according to the travel dates you provide. VisaCentral service fees are assessed for taking reasonable actions to foster the issuance of a requested travel documents.

Once VisaCentral submits a travel document request to an issuing authority on your behalf, VisaCentral's service fees are non-refundable. All fees paid to an issuing authority by VisaCentral on your behalf are non-refundable. In the event that a visa or passport application is submitted on your behalf and the request is rejected for any reason, VisaCentral will, at your request, make an additional attempt to secure the travel document. Additional VisaCentral service fees will not be assessed in this situation but you will be required to pay any additional fees assessed by the issuing authority. Orders cancelled prior to submission to the appropriate government agency will be assessed VisaCentral's standard processing fees.

Payment of VisaCentral service fees and all anticipated consular or embassy charges are due at the time of ordering service, unless account facilities have been agreed in writing prior to order. VisaCentral reserves the right to retain passports and documents until full payment is received. VisaCentral's service fees are exclusive of any consular, embassy or administrative charges imposed in connection with securing the requested services and must be paid regardless of the issuance of the visa or passport. Except where the Fast Track My Visa service is selected, VisaCentral service fees vary according to the number of business processing days available to procure the service, beginning with the day all necessary and complete documents are received in our office, and conclude on the day prior to your specified need date. Consulate closings and holidays are excluded. When Fast Track My Visa is selected, VisaCentral will secure the fastest processing speed available at the consulate and recalculate the number of business processing days used. VisaCentral's service fees may change without notice. A complete listing of service fees can be found on Service Directory page of VisaCentral's website.

Where an Australian Electronic Visa (ETA) or US Electron System for Travel Authorizations (ESTA) has been requested, the fee paid to VisaCentral includes the processing of the ETA/ESTA visa only and does not include the cost of any appeals or additional services. The cost of an ETA/ESTA application is non-refundable and should your application be refused, or an existing ETA/ESTA is found, you will not be issued a refund.

A credit card is required to secure a passport submission reservation. Failure to cancel a reservation 48 hours prior to the appointment or failure to provide your documents in time for successful submission by VisaCentral will constitute a "no-show" and be assessed a \$60 cancellation fee.

Unless otherwise noted on the order form, all orders will be enrolled in VisaCentral's Passport Replacement Service; charges will apply. Orders which are not submitted via the online order process will be assessed a fee.

When VisaCentral returns your passport and documents, it is your responsibility to verify that all the visas you require for your trip have been obtained, that the visas for each country you intend to visit are valid for the entry and exit dates of your visit, that your personal details are reflected accurately, and that your passport is valid for at least six months beyond the completion of your trip. Please note that even when a visa is issued, a traveler may be denied entry since in each country the local immigration officials make the final entry decision. VisaCentral recommends all travelers secure a visa prior to departure and do not attempt to obtain one "on arrival". VisaCentral accepts no liability for travelers electing to obtain on-arrival visas. By engaging VisaCentral, you agree that the sole remedy against VisaCentral for damages in connection with any and all claims, cause of action, liabilities and damages for any kind shall not, in any circumstance for any reason, exceed the lesser of the service fees or direct costs of up to \$500 for the specified traveler. Consequential damages will not be covered. Refund requests and documentation of direct costs must be submitted to VisaCentral within 90 days of occurrence. VisaCentral will not be liable under any circumstance to compensate you for any loss, damage or delay of travel documents or other failure or fault in performance by any third party deliver company such as FedEx, UPS, DHL/Airborne, USPS, local delivery services and other delivery methods. Likewise, by submitting an order to VisaCentral you agree that VisaCentral will not under any circumstances be responsible for the loss, damage, or delay in returning of passport and documents by the consulates or passport agency, nor be liable for the failure of the consulate/embassy or passport agency to issue requested documents on time or at all.

By submitting an order to VisaCentral, you agree to all the terms and conditions set forth.