

VISA SERVICES CANADA

WWW.VISASERVICESCANADA.CA

YOUR PERSONAL CONCIERGE SERVICE

Visa Services Canada, Inc. is pleased to offer our clients full private personal Visa Concierge service to help ease the burden of dealing with visa paperwork. You can fill out the following form by hand in ink in BLOCK LETTERS.

Send us an email or give us a call to start you on the road to a visa application.

toll-free 1-866-378-1229
Email: info@visaservicescanada.ca

When you want concierge service *Visa Services Canada* assigns a specific named visa specialist to not only assist in your document preparation and review, and also to complete the data entry on your behalf. Your Visa Concierge will make it their priority to respond to your initial request within 5 business hours on working days.

We can make this daunting process simple for you.

From start to finish, your assigned Visa Concierge will help you in all aspects of your visa questionnaire preparation. Your assigned helper will assist in ensuring you provide the correct details and documents.

Once you request a Visa Concierge your assigned helper will personally reach out to you by telephone and email to discuss your needs and make this as simple, quick and pain-free for you as possible.

Visa Concierge Services include:

- Assistance with document preparation and review to minimize any rejections or delays.
- Application forms completed and delivered by email for your personal signature.
- Secondary personal review of all documents prior to submission.
- Review and recommendation of most appropriate visa and service level based on needs.
- Personalized updates during all phases of the process via preferred method of contact.

Visa Concierge Service fees -- Additional Visa Concierge fee per person: \$199 in addition to the visa processing and embassy fees. \$75 per additional destination/service. Please note that the Visa Concierge fee does not include visa processing or processing fees for the embassy.

Thank you
Ms Pamela Wheat, President

Visa Services Canada, Inc.

275 Slater Street, Suite 900, Ottawa ON, K1P 5H9

phone: 613 231-7054

toll-free 1-866-378-1229

Email: info@visaservicescanada.ca

Website: www.VisaServicesCanada.ca



Viet Nam Visa Concierge Service

This document is a worksheet to help you gather and provide the information needed for *Visa Services Canada* to build a detailed and complete Viet Nam visa application on your behalf. Please print out these pages, complete the worksheet in ink and scan, obtain a scan of the data page of your passport (the page with the picture on it) and email it all to your personal VSC Visa Concierge in Ottawa.

Applicant's Trip Details

Other - please specify: _____
 Tourism Business & Trade

Applicant's First Names

Applicant's Last Name

Applicant's Nationality

Applicant's Birth Nationality

Applicant's Occupation

Businessperson Government official Student
 Other: please specify: _____

Applicant's Workplace:

Applicant's Home Address

Street Address: _____

Street Address (continued): _____

City, Province, Postal Code: _____

Telephone: _____

Applicant's Marital Status

Married Single
 Other: please specify: _____

Estimated Trip Dates

Estimated Arrival in Viet Nam: _____ / _____ / _____ (day / month / year)

Estimated Departure of Viet Nam: _____ / _____ / _____ (day / month / year)

Longest Intended stay in Viet Nam (in days) _____ Days

Number of Entries of Viet Nam to be made by Applicant

Single Entry of Viet Nam

Multiple Entries of Viet Nam

Hotel in Viet Nam - Name and Address

Hotel Name (if a tourist): _____

Hotel Address in Viet Nam: _____

City, Region, Postal Code: _____

Business in Viet Nam - Name and Address

Business Name (if on business): _____

Business Address in Viet Nam: _____

City, Region, Postal Code: _____

Has Applicant Ever Been to Viet Nam Before?

No

Yes

Date of Previous Entry of Viet Nam: _____ / _____ / _____ (day / month / year)

Applicant's Signature

The information provided is honest and truthful to the best of my abilities:

Signed: _____ Date _____

Applicant's Email address: _____

Applicant's mobile telephone: _____

Applicant's Work Telephone: _____

Applicant's Home Telephone: _____

Once completed, scan document and obtain a scan of the information page of the applicant's passport (the page with their picture on it) and email it all to your VSC Visa Concierge.

SECURE PAYMENT FOR CONCIERGE SERVICE

Visa Services Canada, Inc. is pleased to offer the most secure means of payment available in Canada for the processing of your concierge service.

INTERAC e-Transfer®

Interac e-Transfer is a funds transfer service between personal and business accounts at Canadian banks and other financial institutions. You do not have to provide any account details or even a credit card number to our company.

Our staff never see any of your account details when you use an e-transfer method of payment. You deal only with your bank or financial institutions to make payment in a totally secure environment right from your home or office.



HOW IT WORKS

1. Fill in the entire visa application form, and send it and the passport scan to our office by courier or e-mail as applicable.
2. Our professional staff review your application and determine the total payment for the concierge service to be made by you.
3. Our staff send you an e-mail detailing the full and final charges. This email will contain all the instructions for making the e-transfer. It will include the e-mail and security codes, and step-by-step instructions for you.
4. You, or a friend or relative acting on your behalf, make the e-transfer to VSC for all the concierge service charges and fees.
5. It takes up to 30 minutes for the bank to send the e-transfer notification to our office. We then receive the funds and can then pay the embassy on your behalf. Payment must be received before the concierge service can be started on your behalf.

YOUR E-MAIL ADDRESS

Applicants **MUST** provide at least one (1) working and monitored e-mail address on the VSC cover page so that our staff can contact you with details of the payment. Please provide two.

An application form without a typed, correct, and monitored e-mail address cannot be processed.

Applicants who respond immediately are assisted first. Applicants who do not respond within three days (72 hours) will have their applications cancelled and their passports prepared for return. Failure to respond promptly may result in you missing your journey.