Visa Solutions For

University of Pennsylvania

Presented By
Nan Piao
Today’s Agenda

- Challenges
- The CIBT Advantage
- Online Solutions
- Additional Services
- FAQ
- Questions
Our Clients’ Challenges

- Increasingly Complex Visa Requirements
- Lengthy Visa Processing Times
- Too Many Types of Visas
- Last Minute Traveler Bookings
- Expensive Consular Expediting Fees
- Group Travel Challenges
Our Clients’ Challenges

- Business Travel to Canada
- Vaccination Certificate
- Transit Visa for Brazil
- Passport holders from Somalia travel to Czech Republic
- $630 Cash Requirement for Macao
- Passport holders from Pakistan travel to India
The CIBT Advantage
Corporate Travel

Industry Trends

Travelers want technology solutions

BRIC countries dominate

Focus on duty of care and traveler experience

Expense management
THE CIBT ADVANTAGE
Worldwide Presence

50+ Wholly-owned offices

1,200 Employees

Presence in 15 countries on 5 continents

Australia
Brisbane
Canberra
Melbourne
Perth
Sydney

Austria
Vienna

Belgium
Brussels

Brazil
Rio de Janeiro
São Paulo

Canada
Calgary
Ottawa
Toronto
Vancouver

China
Shanghai

France
Paris

Germany
Berlin
Bonn
Dusseldorf
Frankfurt
Hamburg
Munich

Switzerland
Berne
Geneva

United Kingdom
London
Manchester

United States
Atlanta
Boston
Chicago
Houston
Los Angeles
Miami
New York
San Francisco
Seattle
Washington, DC
THE CIBT ADVANTAGE

Worldwide Presence

In addition to offering coverage in 15 countries, CIBT provides global business visa support for the rest of the world through regional hubs located in London, Dubai, Singapore and Houston.
CIBT Online Solutions
THE CIBT ADVANTAGE
Service Process

Traveler books travel with World Travel

Visit the Penn Portal at www.cibtvisas.com/upenn

Look for Visa requirement in CIBT’s Proprietary Database

Traveler receives personalized requirements

Documents returned to traveler

Receive documents

Ship documents to CIBT

Quality Control

Final Document Review & Dispatch

Submission to Embassy

Retrieval by CIBT Liaison

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Retrieval by CIBT Liaison
ONLINE SOLUTIONS

Dedicated Websites

Apply for the right type of visa
ONLINE SOLUTIONS
Mobile Ready

Easy to view
Optimized for mobile usage
Quick access to requirements
Get status updates
Online order capability

Difficult to read
Requires zooming in and out
Zooming makes site difficult to use
Navigation not mobile friendly
No online order capability

Other Providers
Login to the CIBTvisas Website

Visiting the dedicated portal at www.cibtvisas.com/upenn
Complete Visa Search Questions

Complete the 4 search questions and then select ‘Submit.’ If you are traveling to multiple destinations, select the ‘Add destination’ button.
Get Visa Results

After selecting ‘Submit’, you will see the visa results page where you can place your order by click “Start Order”.

A visa is required. Start the China visa request now.

China: USA Citizen, Pennsylvania, Student, Multiple Entries, Valid for 1 Year

The information you will need for your visa:
- Passport
- Photograph(s)
- JW202 Form—Only Required for Stays Longer Than 180 Days
- Student Visa Support Letter
- Visa Application Form
- Invitation Letter
- Former PRC Nationals or Born in Chinese Territories

Consular Closings

Please take into account any consular closings that could impact how much time you will need to get your travel documents processed and returned to you prior to your trip.

There are no planned closings at this time.
Sample Visa Application Requirements

**DOCUMENTS TO PROVIDE**

Gather and prepare the following documents for the China visa. Then ship your materials to us using the enclosed FedEx label. Your passport and all original materials will be returned to you with your visa.

- **PASSPORT**
- **PHOTOGRAPH(S)**
- **STUDENT VISA SUPPORT LETTER**
- **INVITATION LETTER**
- **JW202 FORM—ONLY REQUIRED FOR STAYS LONGER THAN 180 DAYS**
- **VISA APPLICATION FORM**

### PASSPORT

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 validity of your requested visa
- Have at least one blank visa page (amendments and endorsement pages cannot be used to fulfill this requirement)
- Not be frayed, torn, separating, or altered in any other way

If your passport does not meet these requirements, please contact CIBTvisas at 800-577-2428 for further details.

### PHOTOGRAPH(S)

You must provide a photograph. Upload your photo and we will print it to the exact specifications required for this visa. Follow [http://cibtvisas.com/photo-service](http://cibtvisas.com/photo-service) to upload your photo.

Alternatively, you may provide one color, passport-type photograph that meets the following strict criteria: be taken within the last three months against an all-white background and printed on high-quality photo paper; be two inches by two inches; provide the full frontal view of your head with your face centered in the middle and displaying a neutral (non-smiling) expression. You may not wear eyeglasses or headwear except for religious purposes. Your photo should not be affixed to your application and the photograph may not display evidence of adhesive tape or staples.

### JW202 FORM—ONLY REQUIRED FOR STAYS LONGER THAN 180 DAYS

A letter of acceptance from your Chinese based educational establishment is required. Please:

- Compare your JW202 with your passport and verify that your name, date of birth, passport number and birth city are the same on your passport and your JW202
- Submit both the original and a copy with your application materials. The original will be returned to you with your visa
- Sign and date the form

### STUDENT VISA SUPPORT LETTER
Checking Your Order Status Online

You can check the status of your order online at anytime after you receive the auto-email confirmation by going to the “Order Status” tab on the CIBT website and entering the information indicated below.

Order Status

- Check your order status. View a summary of your order and processing status.
- Get a copy of your order. Download, print or save an extra copy of your invoice for your completed order.
- Review delivery information. View and confirm delivery information. Your delivery selection can be updated online until we receive your application.

CHECK YOUR ORDER STATUS

Order Number
Traveler’s Last Name
Date of Birth
Traveler’s Last Name

CHECK ORDER STATUS

Account Manager Log In
Additional Services
**ADDITIONAL SERVICE**

**Concierge Service**

**High-touch, Hands-on Assistance with Any Visa**

### How it works

1. CIBT Concierge schedules phone meeting with client
2. CIBT Concierge gathers required information from client and fills out forms on client’s behalf
3. A completed application is mailed or emailed to the traveler for a signature
4. Client has access to their personal visa concierge for status checks or application revisions

### Benefits

- Dedicated, CIBT Concierge advisor serves as **single point of contact** for traveler
- **Single call** to initiate visa request
- All visa **forms are created, completed and provided** to the traveler for signature
- **Personal phone call updates** throughout the process
ADDITIONAL SERVICE
Additional Solutions for Travelers
Services for All Types of Travelers

**Document Preparation Service**

• Document Preparation service simplifies complicated online applications into short questionnaire

• CIBT’s visa advisors complete the government application for the traveler

• Streamlines a complicated process into a simple one

• Eliminates mistakes that travelers routinely make

**Visa Pre Check**

• Pre Check services provides travelers with a CIBT resource who will review all materials prior to submission

• Travelers email a scanned copy of materials and receive a detailed report outlining discrepancies that may delay visa processing, before submitting the original documents

• Eliminates mistakes that could impede travel plans
ADDITIONAL SERVICE
Digital Photo Service

Upload a Photo For Your Application

Acceptable photos are required to apply for your visa. Our photo service is the way to certify that your photos are acceptable for consular submission. A service fee of $25.00 per traveler applies.

Snap. Click. That's it!

*First Name

*Last Name

*Do you have an order number? ⬜ Yes ⬜ No

Order Number

Browse & Upload Photo

Your Photo Must Meet These Standards:

• Photo must be taken recently, within the last 6 months.
• Photo must be in color, free of shadows, and against a white background.
• Person must have a neutral expression and be free of glasses, hats, uniforms, or head coverings, except for religious purposes.
• Person must be looking directly into the camera, facing forward, head straight.

For More Information, Download the Digital Photo Guidelines

Digital Photo Guidelines

Photo should include shoulders and plenty of space for head. Turn off overhead lighting to eliminate shadows.

Stand against a white or off-white wall

Stand close to wall to minimize shadows

Photographer should stand at least 4 feet (1.2 meters) from subject.
Visa/Passport Helpful Hints

- **Never keep applications on file** as they constantly change. Always visit our website at each time a visa is needed for up to date applications and requirements.

- Passports should have at least **6 months validity** remaining from the intended return date.

- **Processing time** can be different based on countries, jurisdictions and nationalities.

- Remember visas and passports are issued at the Consulate/Passport Agency’s discretion.

- If there is an escalation on CIBT service, please contact me for any questions and concerns.
FAQ

• What is a transit visa?
FAQ

• What is the timing of visas?

Service Fees

CIBTvisas Fees:
The following prices are for CIBTvisas’s professional services. CIBTvisas fees are charged per item. The final cost is determined by the number of business days allowed for processing and the services required to complete your order.

Standard (8 business days or longer) $45.00

Consular Fees:
In addition to CIBTvisas’s service fees, consular processing fees are included in the cost of your visa application. CIBTvisas submits payment for your application to the appropriate consulate on your behalf. A 5.7% processing fee is assessed on government agency fees when they are paid by CIBTvisas.

16 Business Days $160.00

Three Steps To Get Your Visa

1. Start your order. To get started complete the order form. Be sure to print or email the CIBTvisas Application Kit which provides you with a summary of the travel documents you requested, important information, step-by-step instructions for the personal documents you need to provide and the application forms you need to fill out.

2. Check your email. It has a copy of your visa request and the CIBTvisas Application Kit which has the step-by-step instructions and a checklist of the personal documents and visa application forms that you need to fill out and sign.

3. Send your personal documents and completed visa application forms to CIBTvisas. Once you have gathered your personal documents, completed and signed the visa application forms send to the CIBTvisas location listed in the CIBTvisas Application Kit.

View Application Kit Email Application Kit

START ORDER
FAQ

• We have large group traveling. How do I get visas for everyone in my group?
CIBT Contact

Nan Piao
Account Manager

1600 International Drive, Suite 600
McLean, VA 22102

P: 703-903-1400 x22275
Nan.Piao@CIBT.com
Q&A