GLOBAL SOLUTIONS

Today’s Agenda

• Your Challenges
• The CIBT Advantage
• Online Solution
• Unique Scenarios
• Additional Services
• Opportunities
• Q&A
Increasingly Complex Visa Requirements

Lengthy Visa Processing Times

Too Many Types of Visas

Last Minute Traveler Bookings

Geopolitical Disruptions

Expensive Consular Expediting Fees

Group Travel Challenges

Not a Place for DIY

Compliance

A world of complexity
CHALLENGES | A world of complexity

- Travel to Canada
  Not as easy as you think

- Passport holders from Somalia travel to Czech Republic
  Travel Ban

- Student Internship needs work permit
  Travel Ban

- Vaccination Certificate

- Transit Visa for Brazil

- Passport holders from Pakistan travel to India
  Travel Ban

- Travel Ban

- $630 Cash Requirement for Macao

- Travel Ban
The CIBT Advantage
CIBT ADVANTAGE | CIBT Worldwide Presence

50+ Wholly-owned offices

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

Netherlands
Amsterdam
The Hague

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

Spain
Barcelona
Madrid

Switzerland
Berne
Geneva

United Kingdom
London*
Manchester

*Indicates wholly-owned offices
Online Solution
Look for Visa requirement in CIBT’s Proprietary Database

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

Traveler receives personalized requirements

Traveler books travel with World Travel

Documents returned to traveler

Traveler books travel with World Travel

Final Document Review & Dispatch

Receive documents

Quality Control

Submission to Embassy

Retrieval by CIBT Liaison

Ship documents to CIBT

ONLINE SOLUTION
Dedicated Web Portal
http://cibtvisas.com/upenn

University of Pennsylvania

Welcome to Penn’s resource for all your travel visa and passport needs.

This site provides the forms and instructions you will need to obtain travel visas and passports through CIBT, Penn’s trusted service partner for your visa and passport processing.

Please select a group below to log into your account.

Faculty and Staff  >  Students  >
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”.

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

Travel to Hong Kong or Macau
Multiple Entry Visa Applicants
CIBTvisas Order Form
Media Professionals
Urgent Applications

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)
- JW202 FORM—ONLY REQUIRED FOR STAYS LONGER THAN 180 DAYS
- STUDENT Visa SUPPORT LETTER
- INVITATION LETTER
- 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 800-577-3428 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 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
Checking Your Order Status Online

- **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

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OR

Date of Birth

Traveler's Last Name

CHECK ORDER STATUS

Account Manager Log In
Unique Scenarios
Visa May Be Required

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

Macao: USA Citizen, Pennsylvania, Tourist, Multiple Entries, Valid for 6 Months

- View Application Kit
- Email Application Kit

The Information You Will Need For Your Visa

Visa May Be Required

No visa is required for a stay of up to 30 days. Please keep in mind that if you are staying less than 30 days, you must:

- Hold a passport valid for at least six months with at least one blank visa page
- Hold proof of onward and return flights
- Hold all documents required for the next destination
- Hold proof of sufficient funds, at least MOP 5000 (approx. $630 USD)
- Confirm with your airline prior to your travel date that boarding will be permitted without a visa

If you will be staying longer than 30 days, then please refer to the requirements below.
East African Tourist Visa for Kenya, Rwanda and Uganda

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

Kenya: USA Citizen, Pennsylvania, Tourist Multiple Entry, Multiple Entries, Valid for 6 Months

View Application Kit  Email Application Kit

The Information You Will Need For Your Visa

- Passport
- Photograph(s)
- Visa Application Form
- Document Preparation Service
- CIBTvisas Order Form

East African Tourist Visa
Tourists to Kenya, Rwanda and Uganda should consider applying for an East African Tourist Visa instead of separate visas to your destinations. The East African Tourist Visa allows you multiple entries to Kenya, Rwanda, and Uganda for up to 90 days. The fee for this visa is $100.00 USD.
Teaching or being compensated in the UK

A visa is required. Start the United Kingdom visa request now.

**United Kingdom**: USA Citizen, Pennsylvania, Tier 5, Multiple Entries, Consulate Decides Validity

**Important Information**

**Online Visa Application**
The Embassy of the United Kingdom requires all information submitted in your online visa application to match your passport and all other documents that you will submit. Your name must display your full name as it appears in your passport. Your date of birth must be entered in the following format: Day/Month/Year.

**The Information You Will Need For Your Visa**

<table>
<thead>
<tr>
<th>Passport</th>
<th>Photographs</th>
<th>UK Biometrics</th>
<th>Certificate of Sponsorship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immigration Health Surcharge</td>
<td>Applicants Under the Age of 18</td>
<td>Urgent Applications</td>
<td>You must provide a Certificate of Sponsorship. This must be obtained by your sponsor through the Home Office in the UK. Applications cannot be processed without this approval.</td>
</tr>
</tbody>
</table>
Global Solutions

Additional Services
## Concierge Service
### High-touch, Hands-on Assistance with Any Visa

### How it works
- **CIBT Concierge** schedules phone meeting with client
- CIBT Concierge gathers required information from client and fills out forms on client’s behalf
- A completed application is mailed or emailed to the traveler for a signature
- 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 SERVICES

Services for All Type 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
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
Digital Business Cover Letter

- Brief online form collects visa and trip data
- CIBT will create a PDF for easy download
- Simply print on letterhead, have signed and send to CIBT
- Assurance that business cover letter meets requirements of issuing authorities
Visa Scan provides:

- **Digital Archive.**
  You have convenient and instant access to your visa(s) at anytime from anywhere in the world.

- **Emergency Support.**
  Peace of mind in the event your passport is lost, stolen or damaged.

- **Security.**
  Your personal information is always safe with us. Each visa scan processed will be sent by secure email.
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. Renew at 8 months prior to expiration.

✓ 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’s a transit visa?
FAQ

• What’s 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

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.

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.

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?

• Why can’t my students get a tourist visa for summer internship?

• What visa type do I choose? Conference, business, work or “non-business” visa
Questions?

THANK YOU
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