

# INSTRUCTIONS TO GET A VISA TO VIETNAM

## I. General Instructions:

1. Any person wishing to enter Vietnam needs to have a valid visa;
2. The Consulate General of Vietnam in San Francisco will issue visa after receiving visa authorization or approval which is done in Vietnam. The applicant is required to contact his/her sponsor in Vietnam to arrange for the visa authorization (or pre-approval);
3. To secure a visa to Vietnam, the applicant is requested to submit:
  - The original passport or travel documents (or green card or re-entry permit for Vietnamese-Americans who are not American passport holders);
  - 01 copy of the **Application Form** properly filled out;
  - 02 passport-sized photos (firmly attached to the forms); and
  - Visa fee.
4. After receiving visa authorization or approval from Vietnam, the Consulate General of Vietnam will process visas after five (05) working days;
5. Visa fee: Please call the Consulate General of Vietnam for current fees.
6. Visa fee has to be in company check or money order made payable to the "***Consulate General of Vietnam***". Personal check has to be valid with banks; and
7. The applicant can come to the Consulate for visa application or pickup. The Consulate General of Vietnam can mail the visa to the applicant if so requested and provided with a **prepaid** return postal label or a self-addressed and stamped envelop.

### **Office hours:**

*Monday through Friday (except holidays);  
From 8.30 am to 12.30 p.m. (Pacific Time)*

## II. Other requirements for particular types of visa

### 1. **For diplomatic and official visa:**

- The applicant needs to provide the Consulate with the official letter of the US relevant agencies, international organization or other employers, indicating the purpose of the visit, the sponsor in Vietnam;
- Diplomats to be posted in Vietnam needs to let the Consulate know his/her position, title at the Embassy or Consulate in Vietnam, or name of the person that he/she is to replace; and
- No fee is charged for diplomatic or official visa.

### 2. **Business visa:**

- The applicant needs to write to the sponsor in Vietnam in order to obtain authorization and fill out the regular application form;
- The Consulate can issue visa only when it receives authorization from Vietnam.

### 3. Tourist visa:

- See Section I, articles 1,2, 3 and 4 above;
- If requested, the applicant will be helped to communicate with relevant agencies in Vietnam for information and assistance. The applicant has to pay for communication and other services in addition to the visa fee referred to under Section I, article 3.

### 4. Visa to Vietnam for Vietnamese residing in the US:

#### a) First time visit:

- See Section I, articles 1,2, 3 and 4 above; fill out all items in the Application Form (attached herein) and sign it. **Note:** The Application will be regarded invalid if there is any omission of the items listed in the form.
- Foreigners accompanying parents, spouses or children who are Vietnamese residing in the US are to fill in the Application Form for foreigners available in this Website's Consular Section (English pages); and
- If requested, the applicant will be helped to communicate with relevant agencies in Vietnam for pre-approval. The applicant has to pay for facsimile fee in addition to the visa fee referred to under Section I, article 3.

#### b) Visit for the second time and up, and the last time was no longer than 36 months ago:

- See Section I, articles 1,2, 3 and 4 above;
- The applicant has to clearly state that he/she has visited his/her relatives in Vietnam in the past and put down the number of the previous visa, time of the previous visit, place of visa issuance and an attached copy of the previous visa.
- The visa can be issued within 5 (five) working days since the date of receipt of a complete set of documents.

#### c) Humanitarian and emergency visa:

In addition to all documents properly filled in as instructed in Section I, articles 1,2, 3 and 4 above, the applicant has to submit a petition stating the reasons for obtaining the said visa (form attached), as well as other necessary documents to confirm the reasons for obtaining the said visa. The visa can be issued within 2 (two) working days since the date of receipt of a complete set of documents.

### 5. Children under 14 years old:

- There is no need for children under 14 to have a separate application form filled out but two passport-sized photos and information on the full name and date of birth shall be provided in the application forms of their parents.
- Photos of children under 1 (one) year old are not required.

**Consulate General of Vietnam  
in San Francisco, USA  
1700 California Street, Suite 430  
San Francisco, CA 94109  
Tel: (415) 922-1577  
Fax: (415) 922-1848  
www.vietnamconsulate-sf.org**

**APPLICATION  
FOR ENTRY AND EXIT VISA  
(FOR FOREIGNERS)**

Passport  
photo  
(4cm x 6cm)

1. Name and surname (in block letters) .....

2. Date of birth ...../...../ .....  
dd mm yy

3. Male/Female .....

4. Place of birth

10. Purpose of visit to Vietnam

5. Nationality at birth

11. Name, address of your contact (office, organization  
or individual) in Vietnam

Nationality at present

.....  
.....  
.....

6. Passport number

12. Proposed date of entry into and exit from Vietnam  
from ...../...../.....to ...../...../.....  
dd mm yy dd mm yy

issued by

Date of issue Date of expiry

13. Number of entries: Single.... double.... multi....

7. Profession

14. Port of arrival and departure .....

Place of employment

Office telephone number

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

8. Present address

Home telephone number

Done at.....on .....

9. Accompanying children (full name, date of  
birth, relationship, passport numbers)

Signature

Official use only

Fax:

Date of fax:

Visa:

Please submit the following documents:

1. One copy of application form with one passport photo.
2. Original passport.
3. Visa fee (Please call visa information for current fees)