

# APPLICATION FOR A VISA TO MONGOLIA

Please read the attached guidelines and the form before answering the questions. All the questions that concern you must be answered. Write clearly, preferably in uppercase letters. If your application is incomplete or the visa charge is not paid, it will **not** be processed. Normal service time is one week from delivery to pick up. Express service within 8 hours is charged double fee. Your visa application must be delivered and your passport collected **during the Consulate's opening hours** at KinaReiser, Hegdehaugsveien 10, Oslo (which does not need to be done by yourself; someone else may do it on your behalf).

<b>1. Surname</b> <i>As in your passport</i>	<b>2. First and middle name(s)</b> <i>As in your passport</i>	<b>3. Portrait photo</b> One original photo 3.5 x 4.5 cm taken against a light background, not older than 6 months, and should look like your passport photo
<b>4. Nationality</b> <i>A = present; B = previous</i> A: _____ B: _____		
<b>5. Date of birth</b> Year      Month      Date [ ][ ][ ][ ]    [ ][ ]    [ ][ ]	<b>6. Place of birth</b> <i>City / country</i>	
<b>7. Sex</b> <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Other	<b>8. Civil status</b> <input type="checkbox"/> Single <input type="checkbox"/> Married / cohabitant <input type="checkbox"/> Divorced <input type="checkbox"/> Widow /-er <input type="checkbox"/> Other (please specify)	
<b>9. Place of work / study</b> Name Address Phone		<b>10. Your present position</b>
<b>11. Permanent residence</b> Address  Mobile phone E-mail address Name, relationship and phone number of closest relative <i>In case of an emergency situation</i>		<b>For official use only</b>  Received date .....  Delivery date .....  <input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Denied</i>  Invitation number when applicable .....  <u>Visa</u>  <input type="checkbox"/> Entry <input type="checkbox"/> Transit <input type="checkbox"/> Re-entry <input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Multiple entry valid for 6 months <input type="checkbox"/> Multiple entry valid for 1 year <input type="checkbox"/> B <input type="checkbox"/> K <input type="checkbox"/> KV <input type="checkbox"/> KR .....
<b>12. Type of passport</b> <input type="checkbox"/> Ordinary <input type="checkbox"/> Service / official <input type="checkbox"/> Diplomat <input type="checkbox"/> Other (please specify)		<input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Denied</i>  Invitation number when applicable .....  <u>Visa</u>  <input type="checkbox"/> Entry <input type="checkbox"/> Transit <input type="checkbox"/> Re-entry <input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Multiple entry valid for 6 months <input type="checkbox"/> Multiple entry valid for 1 year <input type="checkbox"/> B <input type="checkbox"/> K <input type="checkbox"/> KV <input type="checkbox"/> KR .....
<b>13. Passport number</b> [ ]	<b>14. Passport is valid to</b> Year      Month      Date [ ][ ][ ][ ]    [ ][ ]    [ ][ ]	
<b>15. Are you visiting a family member, a relative, friend, business associate, is it a research or academic relationship, or another host or hosting organization?</b> <input type="checkbox"/> Yes, name, address, phone number  <input type="checkbox"/> No		<input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Denied</i>  Invitation number when applicable .....  <u>Visa</u>  <input type="checkbox"/> Entry <input type="checkbox"/> Transit <input type="checkbox"/> Re-entry <input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Multiple entry valid for 6 months <input type="checkbox"/> Multiple entry valid for 1 year <input type="checkbox"/> B <input type="checkbox"/> K <input type="checkbox"/> KV <input type="checkbox"/> KR .....
<b>16. Have you visited Mongolia previously?</b> <input type="checkbox"/> Yes, date ..... On what purpose? <input type="checkbox"/> No		
<b>17. Address, E-mail address and phone number during my stay in Mongolia</b>  <input type="checkbox"/> Confirmed booking of accommodation and / or travel program attached		
<b>18. Purpose of visit</b> <input type="checkbox"/> Visit / tourism <input type="checkbox"/> Official visit <input type="checkbox"/> Study <input type="checkbox"/> Work <input type="checkbox"/> Visit family / friends <input type="checkbox"/> Conference <input type="checkbox"/> Business <input type="checkbox"/> Private (please specify) <input type="checkbox"/> Transit <input type="checkbox"/> Other (please specify)		<input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Denied</i>  Invitation number when applicable .....  <u>Visa officer</u>  ..... Signature

<b>19. Requested stay</b> <input type="checkbox"/> Single entry visa <input type="checkbox"/> Double entry visa <input type="checkbox"/> Multiple entry <input type="checkbox"/> Transit (without stop) Arrival by <input type="checkbox"/> train <input type="checkbox"/> plane <input type="checkbox"/> car on date ..... and will stay till ..... <input type="checkbox"/> Confirmed travel booking is attached <input type="checkbox"/> Comments (if needed use a separate paper)					<u>Comments</u>
<b>20. Requested visa processing</b> <input type="checkbox"/> Regular processing of the application (5 working days / one week) <input type="checkbox"/> Express processing (within 8 hours at double charge)					
<b>21. Children under the age of 18 travelling with me</b> <i>If your child has a passport, a separate visa application must be provided</i>					
	Surname <i>(as in the passport)</i>	First and middle name <i>(as in the passport)</i>	Date of birth	Relationship to the applicant	Nationality
1.					
2.					
3.					
<b>22. Previous application of visa to Mongolia</b> A: Have you ever been refused a visa to Mongolia? <input type="checkbox"/> Yes, time and place ..... Reason why: <input type="checkbox"/> No  B: : Have you ever applied for a visa to Mongolia under another name? <input type="checkbox"/> Yes, time and place ..... What name: <input type="checkbox"/> No					
<b>23. Please answer the following questions if you complete the application on behalf of the applicant</b> A: Your name B: Your relationship to the applicant C: Your address and phone number  D: Your signature .....					
<b>24. Acknowledgement</b> <input checked="" type="checkbox"/> I agree that my personal information on this form may be forwarded to relevant authorities in Mongolia. <input checked="" type="checkbox"/> I am aware that the information I have given is otherwise treated in confidentiality and that it is not shared with others. <input checked="" type="checkbox"/> I declare that the information I have provided, as far as I know, is complete and correct. I understand that wrong information may cause the application to be rejected or that my granted visa is cancelled. This can further cause me to be prosecuted under Mongolian legislation during my stay. <input checked="" type="checkbox"/> If the visa is granted, I agree to leave Mongolia before expiry date. My further travel and any necessary visa to the next country is my own responsibility. <input checked="" type="checkbox"/> I understand that the visa is only one prerequisite for entry. If entry is denied, the visa fee will not be refunded and I will not claim compensation. <input checked="" type="checkbox"/> If I have been granted a stay for more than 30 days, I confirm that I will register <b>within 7 days</b> of arrival at the Government Implementing Agency of Foreign Citizens, Khan-Uul District, 10th Khoroo, Buyant-Ukhaa, Ulaanbaatar (address per date, about 10 km from the city centre), phone (+976) 1800 1882, e-mail: info@immigration.gov.mn <input checked="" type="checkbox"/> An application for renewal of single entry visa with up to 30 days is possible once per half year and shall be delivered to the same place. When applying for an extension, you must bring your original passport, a photo size 3.5 x 4.5 cm, fill out the application form and pay current fees. <input checked="" type="checkbox"/> f I stay in Mongolia without registering, or have not applied for an extension and stay in the country after my visa has expired, I accept that I may be fined and / or prosecuted.					

I hereby declare that I have understood the terms and conditions and that I have answered the above questions correctly and completely. I further understand that false or misleading information from my side may lead to a permanent rejection of all future visa applications and / or rejection upon arrival to Mongolia.

Time and place ..... Signature .....

# Guidelines for filling in the application

## 1. Your application – you must hand in

- a) **The completed visa application** dated and signed.
- b) **Original passport** with at least two opposing unused pages, valid for at least 6 months after scheduled departure from Mongolia, and your passport photo should look the way you look today.
- c) **One original photo 3.5 x 4.5 cm** taken against a light background, and not older than 6 months.
- d) **Confirmed ticket** to / from Mongolia, and a copy of your **hotel booking** or **visit program**, must be enclosed.
- e) **Prepayment** to the Consulate's account (see bottom of page), or cash payment upon delivery of the application.
- f) When prepayment has been made to the account, a **copy of the payment must be enclosed** (the Consulate cannot accept payment by credit card).

Please note that the application will not be processed if inadequately filled in, if an attachment is missing, or if payment is not made. If a visa is not granted, the fee will be refunded.

## 2. Delivery / retrieval

Your application must be handed in to KinaReiser Ltd., Hegdehaugsveien 10, Oslo, during the Consulate's opening hours. It may be delivered and your passport picked up by someone other than yourself. Please note: The Consulate **does not** accept an application or return a passport by mail.

## 3. Type of visa

The Consulate normally issues the following types of visa:

- I) **Single entry visa** allowing 30 days stay in Mongolia, valid for 90 days from the date of issue.
- II) **Double entry visa** allowing 30 days stay twice, valid for 90 days from the date of issue.
- III) **Single / double transit visa** which allows for 1 or 2 transit trips (without stopping), valid for 90 days from the date of issue.
- IV) **Multiple visas**. The visas permit multiple entries and are issued with either 183 or 365 days of validity, but only after prior approval from the immigration authorities.

## 4. Other categories

The Consulate has the authority to issue a regular entry visa and transit visa without prior approval from the immigration authorities. But if you plan to work, study, attend a conference etc., your contact in Mongolia must apply on your behalf in advance. This process can be time consuming, so you should get your contact to apply for your visa in good time before your scheduled arrival. We emphasize that you do not have permission to work or study with only a regular / tourist visa.

## 5. Processing time

The processing time is 5 working days (one week). Express visa can be obtained within 8 hours, against double fee.

## 6. Charge

A fee is payable per visa application. If several people apply at the same time and shall have the same program in Mongolia, a discount will be given per application. The visa fee per date (may be changed without prior notice) is:

	<b>Single application</b>	<b>5-10 persons</b>	<b>11+ persons</b>
Single entry visa	NOK 835	NOK 705	NOK 565
Double entry visa	NOK 1360		
Single transit visa	NOK 660	NOK 570	NOK 480
Double transit visa	NOK 910		
Multiple visas (183 / 365 days)	NOK 1435 / 2010		

A former Mongolian citizen who has taken a Norwegian citizenship will only pay NOK 300. Children under 16 years of age with a Mongolian parent will only pay NOK 300 if the parent has retained his/her Mongolian citizenship. The parent's valid passport must be presented.

## 7. Registration / renewal of the visa

If one wish to work or study in Mongolia, and the stay will exceed 30 days, one must register with the immigration authorities **within 7 days of arrival** (address: see the application form, paragraph 24). The same office in Ulaanbaatar has also the authority to extend an ordinary 30 days entry visa. This request should be made as early as possible before your visa expires, preferably at least one week in advance. Such extension may be granted up to twice a year.

## 8. Submission of application papers / retrieval of a passport

From 1 September 2018 to 15 April 2019 the consular hours are **every Tuesday at 10:00 – 12:00**. From 16 April to 31 August 2019 the opening hours are **10:00 – 12:00** on **Tuesday, Wednesday** and **Thursday** (please see our website for any changes).

### MONGOLIA'S HONORARY CONSULATE GENERAL IN NORWAY

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