



3 simple steps to get your visa



Fill the forms in

Please gather all the required documents (accordingly to the attached visa checklist), and kindly fill the forms in. If you have any doubts please feel free to contact us.



Deliver them to us

Double check you have all the required documents (accordingly to the attached visa checklist). Put them into envelope and deliver to us. We will check your application and lodge it with embassy.

All Postal deliveries:

PO BOX 5690
London
W1A 5UY

Courier or in person deliveries

Office 325
Linen Hall
162-168 Regent Street
London W1B 5TE



Collect your visa

When we collect and check your visa from the embassy, we will get in touch with you to confirm you were awarded visa. Then we will schedule despatch of your passports with visa back to you.

MONGOLIA BUSINESS EXPRESS VISA FOR UNITED KINGDOM NATIONALS

- Passport
 - Must be valid date at least six months beyond the end of the applications intended period of stay in Mongolia
- Completed Visa form
 - You will find one in our downloadable pack
- One colour Photo of photo booth quality
- Invitation from the company in Mongolia
 - It must be approved by the Ministry of Foreign Affairs of Mongolia (should be sent directly from MOFA to the embassy).
- Original UK company letter
 - Addressed to the Embassy
 - Provide applicants full name
 - Match the invitation regarding validity and how many entries.
 - Mention the name of the company being visited
 - State the applicants company is financially responsible.
- Copy of Travel insurance
- Regent Visas order form
 - This is available in our downloadable pack
- Important information
 - Single/double entry visas are valid for 3 months for a stay of up to 30 days
 - Multiple entries are valid for 6-12 months for a stay for up to 30 days.
 - The Embassy is open Mon-Tues-Thurs

REGENT VISAS ORDER FORM



CONTACT NAME

TELEPHONE NUMBER

ADDRESS

| | |
|----------|----------------------|
| Line 1 | <input type="text"/> |
| Line 2 | <input type="text"/> |
| City | <input type="text"/> |
| Country | <input type="text"/> |
| Postcode | <input type="text"/> |

EMAIL ADDRESS

ONLY COMPANY

Company name

VAT NO.

Purchase order No.

| |
|----------------------|
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |

APPLICANT DETAILS:

| No. | Name and Surname | Nationality | Passport number |
|-----|----------------------|----------------------|----------------------|
| 1. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 4. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 5. | <input type="text"/> | <input type="text"/> | <input type="text"/> |

VISA DETAILS:

| No. | Visa type | Visa service type | Date of travel | Documents required by |
|-----|--|--------------------------------------|----------------------|-----------------------|
| 1. | <input type="text" value="Mongolia Business"/> | <input type="text" value="Express"/> | <input type="text"/> | <input type="text"/> |

DISPATCH METHOD

| | |
|-------------------------------|----------------------------------|
| In Person | <input type="radio"/> |
| Special Delivery | <input type="radio"/> |
| To Be Confirm | <input type="radio"/> |
| Pre-paid RMSD Enclosed | <input type="radio"/> |
| Pre 9am Special Delivery | <input type="radio"/> |
| Saturday Special Delivery | <input type="radio"/> |
| Saturday 9am Special Delivery | <input type="radio"/> |
| Courier | <input checked="" type="radio"/> |

PAYMENT METHOD

| | |
|---|-----------------------|
| Cash (in person upon collection) | <input type="radio"/> |
| Cheque (Please enclose cheque to this form) | <input type="radio"/> |
| Paypal | <input type="radio"/> |
| BACS | <input type="radio"/> |
| Card | <input type="radio"/> |

CARD NO.

SECURITY CODE:

CARD TYPE:

☐ VISA

☐ VISA DEBIT

☐ MAESTRO

☐ MASTER CARD

☐ AMERICAN EXPRESS

VALID FROM DATE:

EXPIRY DATE:

PRINT NAME

SIGNATURE

DATE