

**275 Slater Street,
Suite 900
Ottawa, ON, K1P 5H9, Canada
1-888-800-9339
1-403-629-5121**



**1725 I (EYE) Street NW,
Suite 300
Washington, DC, 20006, USA
1-888-800-9339
1-202-286-8296**

Please click on the desire type of the visa...↓↓↓

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INSTRUCTIONS HOW TO COMPLETE BUSINESS VISA COVER LETTER

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IMPORTANT NOTICE: Use computer to fill out PDF forms. You can save it for future use or for your records.

Please do not change this template.

Please print the corporate template on your **Company letterhead** and sign it LEGIBLY using ONLY blue or black ink. Sufficient area was left in the template's header for corporate logo. If you cannot use this template for any reason (e.g., template when printed does not fit into your corporate letterhead format), contact us as soon as possible with your preferences so we send you a proper format.

If your company is planning to send several people, separate Cover Letter for each person must be submitted.

City and Country

Many companies may have different office locations across the country/world but the standard letterhead they use can show only the Headquarters' details. To make it more efficient, use special field provided before the date (see tooltip pop-up message) to identify source location from where this Cover Letter will be sent.

Date

Use this date format DD/MM/YEAR to indicate the letter's date.

Your Outgoing Reference Number (Optional)

If your company uses a system to reference outgoing correspondence, use the optional field provided after the pop-up calendar to write the reference number. This field can be identified from tooltip pop-up message.

Number of Entries

Use keyboard up or down arrow keys to select menu options for double-entry, triple-entry or multiple-entry business visa.

Person Name and Position

Write the full name of the person for whom the visa is being requested. The name should be as it appears in his/her passport or international travel document in the format Last, First, Middle Name.

Write his/her position/job title within the company. If he/she is a contractor or consultant (i.e., not an employee/direct hire of your company), write "Contractor" or "Consultant" but with the description of the area/specialization – e.g., "Drilling Consultant" or "Electrical Equipment Installation and Maintenance Contractor".

Visa Duration

Please see your LOI (letter of invitation) if applicable to obtain this information. Please contact us in case if need to translate the information from LOI.

Visa Validity Start and End Dates

Please see your LOI (letter of invitation) if applicable to obtain this information. Please contact us in case if need to translate the information from LOI.

Business Purpose of Visits

Describe the purpose of the visits within the fields provided by providing as many details as possible. Do not just write "business" as this may delay the application. For example, you can write something like "business meetings with John Doe of Company X to discuss supplies for Project Y".

Description of Company Activities

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Within the space provided, briefly describe the activities of your company such as products and/or services offered. If your corporate letterhead does not include the website address and if your company has a corporate website, write the address in this field.

Write the LOI # (if applicable) - it should be a handwritten number with possible digits indicating the record # in the consular database of the Kazakhstan Ministry of Foreign Affairs.

It must be from a host company in Kazakhstan, the original of which should have been submitted to the Department of Consular Services of the Ministry of Foreign Affairs of Kazakhstan. It should indicate the following: name of applicant, passport #, name of inviting company, and validity. Inviting company should provide the confirmation number (visa support/telex) for your trip; the confirmation number is usually given in advance and written on the letter of invitation. **Please make sure that the spelling of Last, First and Middle Names in the Letter of Invitation, Application Form and Cover Letter are correct and exactly match those in the passport. Furthermore, please double check the passport # is also correct in all aforementioned documents. Otherwise, a mistake in one letter or digit could lead to rejection, and you would have to wait until correction is made.**

If you don't have LOI, we can arrange it for you, please see [Letter of Invitation \(Visa Support\)](#).

Signature

After filling out the Cover Letter, print it on your corporate letterhead and sign it LEGIBLY using ONLY blue or black ink.

Address

Write your postal address including postal code even if it is the same as in the logo area.

Telephone

Write your work telephone # - preferably your work direct landline or mobile so that we can faster contact you should it be needed.

Email

Work email in case we need to contact you by email.

Cover Letter's Date

Use this date format DD/MM/YEAR to indicate the letter's date.

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INSTRUCTIONS HOW TO COMPLETE WORK VISA COVER LETTER

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Name

As it appears in your passport or international travel document in the format Last, First, Middle Name.

Address

Your preferred mailing address for all correspondence including postal code.

Phone Number

Work, home or mobile telephone # where we can reach you urgently with regard to your application.

Email

Work or personal email that you frequently check in case we cannot contact you by phone above.

Period

Please see your LOI (letter of invitation) if applicable to obtain this information. Please contact us in case if need to translate the information from LOI.

Visa Validity Start and End Dates

Please see your LOI (letter of invitation) if applicable to obtain this information. Please contact us in case if need to translate the information from LOI.

Purpose of Visit

Summarize the purpose of your visit within the fields provided by providing as many details as possible. Do not write just "Work" as this may delay your application. You could write something like "Rotational work as Petroleum Engineer for Company X under Work Permit # XYZ".

Temporary Residence

Include name, address and telephone information for your temporary accommodation in Kazakhstan.

Letter of Invitation (LOI)

Provide its number and the term it covers. Please contact us in case if need to translate the information from LOI.

Your LOI must be from your employer in Kazakhstan, the original of which should have been submitted to the Department of Consular Services of the Ministry of Foreign Affairs of Kazakhstan. This letter must clearly state that applicant is invited to work in Kazakhstan under Work Permit (details of the Work Permit must be provided), and that visa being applied for is the work visa. The invitation must also indicate the following: name of applicant, name of inviting company, Work Permit number, its validity term and the visa term. Inviting company should provide the confirmation number (visa support/telex) for your trip; the confirmation number is usually given in advance and written on the Letter of Invitation. **Please make sure that the spelling of your Last, First and Middle Names in the Letter of Invitation, Work Permit, Application Form and Cover Letter are correct and exactly match those in your passport. Furthermore, please double check the passport # is also correct in all aforementioned documents. Otherwise, a mistake in one letter or digit could lead to rejection, and you would have to wait until correction is made.**

Work Permit

Provide its number and the term it covers.

Signature

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Cover Letter's Date

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Name

As it appears in your passport or international travel document in the format Last, First, Middle Name.

Address

Your preferred mailing address for all correspondence including postal code.

Phone Number

Work, home or mobile telephone # where we can reach you urgently with regard to your application.

Email

Work or personal email that you frequently check in case we cannot contact you by phone above.

Period

Indicate period up to 30 days or more if your Visa is multiple entry. Canadians do not need the Letter of Invitation (LOI) for single-entry tourist. In all other cases, the LOI with the visa support # would be required.

Purpose of Visit

Summarize the purpose of your visit within the fields provided by providing as many specific details as possible. Do not just write "tourist" as this may delay your application. For example, you can write something like "sightseeing of Almaty and Astana monuments, markets, museums". Also add your invitation organization (Tourist Company) name and phone if applicable.

Hotel Information

Include name, address and telephone information for your hotel(s) in Kazakhstan. If you do not plan to stay at a hotel (e.g., camping in tents or in RV), then explain your plans for accommodation. Please note that if you write "stay at a friend's", then most likely you will need to apply for private visa.

Signature

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Cover Letter's Date

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Name

As it appears in your passport or international travel document in the format Last, First, Middle Name.

Address

Your preferred mailing address for all correspondence including postal code.

Phone Number

Work, home or mobile telephone # where we can reach you urgently with regard to your application.

Email

Work or personal email that you frequently check in case we cannot contact you by phone above.

Type of the Visa

Single or Multiple, please check the relevant box.

Period

Indicate period up to 5 days.

Purpose of Visit

Summarize the purpose of your visit within the fields provided by providing as many specific details as possible. Do not just write "Transit" as this may delay your application. Also add final destination country and how are you planning to reach this country via Kazakhstan.

Hotel Information

Include name, address and telephone information for your hotel(s) in Kazakhstan. If you do not plan to stay at a hotel (e.g., camping in tents or in RV), then explain your plans for accommodation. Please note that if you write "stay at a friend's", then most likely you will need to apply for private visa.

Signature

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Cover Letter's Date

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INSTRUCTIONS HOW TO COMPLETE APPLICATION FORM

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GENERAL: Items on the Visa Application Form are self-explanatory or are discussed below. The numbers match the numbered items on the form. **If you are completing this form for someone else (F.E. your kid), please complete the items as they apply to that person.**

Question 11. For example, Bachelor of Science in Engineering/Business Development Manager

Question 14. If your current citizenship (nationality) differs from that by birth in Question 7, you can answer "No" if you had lost/renounced citizenship after acquiring new citizenship and returned your old passport as some countries may not allow dual citizenship. For example, such is the case in Kazakhstan where citizens lose their Kazakhstan citizenship when they acquire Canadian citizenship. They are supposed to obtain [Kazakhstan Citizenship Loss Certificate](#) needed during Kazakhstan visa application process.

If your country of birth allows dual citizenship (e.g., Russia), then you can answer "Yes" and indicate another passport details such as number, date of issue, Passport Agency who issued it and its validity.

Or if your country of birth allows entry without visas to Canadians, then you could write "Yes" and indicate "under Canadian passport above".

Question 15. You don't have to provide exact dates of your actual visit. You could say something like "October 2009 private visa to visit relatives". Or if you happen to visit Kazakhstan often, then you could write "multiple visits in 2011-2012 under business visa". Or if you have been to Kazakhstan several times only, then you could state "October 2009 private visit, January 2010 business visit, March 2013 private visit".

Question 16. Do not answer "Yes" if your documents were returned to you without processing by any Kazakhstan embassy just because you did not submit proper documents. Only answer "Yes" if Kazakhstan actually rejected you a visa or if you had a visa but were refused entry to Kazakhstan by Kazakhstan Border Services.

Question 17. Kazakhstan clearly separates types of visas into private, business, work, tourist, transit, etc. Do not mix or confuse "business" with "work". If you have a Work Permit from Kazakhstan and plan to work either rotational or residential jobs, then you need another application package as this package is only for double, triple and multiple-entry business visas.

If you don't have the actual Work Permit and plan to visit Kazakhstan with any other business reason (including consultancy or installation works), then write "Business" and provide details of your planned visit.

See the "How to Complete Cover Letter" for instructions.

Question 23. Lack of insurance will not be grounds for visa rejection. This is only for information purposes in case if the Embassy is contacted in any emergency by anyone with regard to e.g. medical evacuation. Write "No" if you don't have any insurance.

Question 24. Leave blank unless you are applying for transit visa.

Question 25. Use drop-down menu to select the exact date. Please see the instructions in the "How to Complete Cover Letter" above. The dates have to match to your Cover Letter.

Question 27. Leave blank if your children are not travelling with you. Fill out only if they will travel with you but separate Application Forms for every child will have to be filled out as well. Sign on behalf of your children if they are younger than 16 years of age.

Please be advised that application form and cover letter have to be signed both parents in case if you apply for visa for your underage kid!

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