

APPLICATION PACKAGE

FOR SINGLE-ENTRY PRIVATE OR SINGLE-ENTRY BUSINESS KAZAKHSTAN VISA

IMPORTANT NOTICE: If you would like to apply for another type of visa, then please ensure you use the correct Application Package.

This document is available in PDF format only. The Checklist and Instructions below are to assist you in properly filling out the Kazakhstan Visa Application and Cover Letter that are part of this document.

Fill out the Application Form and Cover Letter using computer. You can save what you type in the PDF form. Print Document Checklist, Cover Letter and Application Form, sign LEGIBLY using ONLY blue or black ink the Cover Letter and Application Form.

Gather your documents in the order of the Checklist and check each item. Attach small items such as photo with a paper clip, otherwise leave the documents not stapled together. Place all documents in an unsealed envelope. Do not send any additional documents or originals unless listed in the below Checklist. However, additional documents might be required as determined by Consul upon examination of submitted documents. Should this be the case, we will contact you immediately.

Mail your documents to:

Kazakh Service Centre
275 Slater Street, Suite 900
Ottawa, Ontario, Canada K1P 5H9

DOCUMENT CHECKLIST

Forms and supporting documents (to be completed and submitted by all applicants)		Format	
1	Cover Letter from the applicant See the "How to Complete Cover Letter" for instructions.	Original	<input type="checkbox"/>
2	Visa Application Form See "How to Complete Application Form" for specific instructions on how to answer the specific questions.	Original	<input type="checkbox"/>
3	Passport (or internationally accepted travel document) Passport or travel document must be valid for at least 6 months after the visa expiration date.	Original	<input type="checkbox"/>
4	Photocopy of the main page of the Passport (or internationally accepted travel document)	Copy	<input type="checkbox"/>
5	One passport-size colour photo (35mm x 45 mm or 1.4in x 1.8in) The photo must be recently taken at the professional studio (within the past 6 months) and stamped on the back indicating the date.	Original	<input type="checkbox"/>
6	<u>Kazakhstan Citizenship Loss Certificate</u> (only for former Kazakhstan citizens)	Copy	<input type="checkbox"/>
7	Payment You can look up our fees for our services in our site's <u>Visa Fees</u> section but generally we charge 205 CDN\$ for single-entry private and business visas (regular service) for all methods of payment except for wire transfers. For wire transfers, please add 15 CDN\$ as this is our bank's charge. We accept credit card payments, PayPal, Interac e-transfers, wire transfers, money orders and corporate cheques as described in the <u>Payment Methods</u> .	Copy of Confirmation of Payment or Original money order or corporate cheque	<input type="checkbox"/>
8	Self-addressed envelope with prepaid Airway Bill You can use any courier company but we strongly suggest using FedEx, UPS or DHL for faster return of your documents. If you do not enclose return envelope, we will return your documents either via either standard or registered Canada Post mail.	Original	<input type="checkbox"/>

INSTRUCTIONS

How to Complete Cover Letter

IMPORTANT NOTICE: Use computer to fill out PDF form that is part of this document below. **Help tips about the form fields can be seen from pop-up messages if you hover your mouse for couple of seconds over the fields. Please do not change this template.** You can save it for future use or for your records. Print it and sign it LEGIBLY using ONLY blue or black ink.

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.

Visa Type

Use drop-down menu to select the visa type.

Period

Use the drop-down menu to select 30, 60 or 90 days (there are limitations for 60 and 90 days). Usually, Canadians can obtain Single-Entry Private or Business Visa for period of **up to 30 days** without the Letter of Invitation. However, **former citizens of Kazakhstan, their spouses and children, and persons who used to live permanently in Kazakhstan** can obtain Single-Entry Visa for the term of up to **90 days without an invitation letter** when they present original documents proving their status as well as copy of [Kazakhstan Citizenship Loss Certificate](#). They can also select 60 days if necessary.

Visa Validity Start and End Dates

Use the drop-down calendar to select the exact dates. If you do not know the exact dates yet, select the earliest and latest dates respectively. If you decide to arrive earlier than the validity start date, you may not be allowed to enter Kazakhstan. Similarly, you may incur fines for violating Kazakhstan immigration laws if you overstay your visit.

Purpose of Visit

Summarize the purpose of your visit within the fields provided by providing as many details as possible. Do not write "business" or "see friends and relatives" as this may delay your application. For example, you can write something like "business meeting with John Doe of Company X to discuss supplies for Project Y". Or in case of private visit, you can type "visit my brother John Doe who lives at such address in Almaty with the telephone # 111-111-1111".

Please see Question 17 instructions in the "How to Complete Application Form" below.

Temporary Residence

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

Signature

Print the Cover Letter and sign it LEGIBLY using ONLY blue or black ink.

Cover Letter's Date

Use drop-down menu to select the current date.

To: Consular Section of the Embassy of Kazakhstan in Canada

From:

Address:

Phone number:

Email:

Re: Visa for visiting Kazakhstan

Dear Visa Officer,

I would like to obtain a _____
for the period of _____ from _____ to _____

The purpose of my visit to Kazakhstan is as follows:

While in Kazakhstan I will be staying at the below place:

Signature: _____

Date:

INSTRUCTIONS

How to Complete Application Form

IMPORTANT NOTICE: Use computer to fill out PDF form that is part of this document below. **Help tips about the form fields can be seen from pop-up messages if you hover your mouse for couple of seconds over the fields. Please do not change this template.** You can save it for future use or for your records. Print it and sign it LEGIBLY using ONLY blue or black ink.

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, 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 “tourist” and “private” and “business” with “work”. If you plan to visit friends and family, write “Private” and then provide details of who you plan to visit – e.g., John Doe living in Almaty at such address with the telephone number. If you write “Tourist” then provide details of what places you plan to visit – e.g., sightseeing in Almaty and Astana. If you have a Work Permit from Kazakhstan and plan to work either rotational or residential jobs, then you could write “Work for Company X under Work Permit # XYZ”. 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.

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.

19. Қазақстан Республикасында болатын пункттері/Places of destination in the Republic of Kazakhstan: _____

20. Қазақстан Республикасындағы келетін бастапқы пункті/The first place of entry into the Republic of Kazakhstan: _____

21. Қазақстандағы уақытша тұратын мекен-жайы/Temporary address in Kazakhstan: _____

22. Сіздің сапарыңызды және Қазақстанда болу мерзімінде тұру шығыстарыңызды кім қаржыландырады?/Who is paying for your cost of travelling and for your costs of living during your stay in Kazakhstan?: _____

23. Қазақстанда болу мерзіміне сақтандыруыңыз бар ма?/Have you got an insurance for the period of your stay in Kazakhstan?: Жоқ/No Бар/Yes. Сақтандыру болған жағдайда, оның қолданыс мерзімін және сақтандыру компаниясының атауын көрсетіңіз/If yes, please indicate its validity and the name of insurance company: _____

24. Қазақстан арқылы транзитпен өткен жағдайда, негізгі баратын мемлекеттің визасы немесе тұруға ықтиярхаты бар ма?/In case of transit through Kazakhstan, have you got an entry visa or residence permit for your destination?:

Жоқ/No Бар/Yes. Болған жағдайда, баратын мемлекетті/if yes, indicate the country of destination: _____ кіру жоспарланған шекара пунктін/border point through which entry is planned: _____ транзиттің бағытын көрсетіңіз/route of transit: _____

25. Сұрау салынатын визаның мерзімі/Period of requested visa: from _____ бастап to _____ дейін

26. Сұрау салынатын визаның мәртелігі/Number of entries requested: 1 2 3 көп мәртелік/multiple

27. Балалары (сізбен бірге жүрген балалар паспортыңызға енгізілген жағдайда ғана толтырылады)/Children (please indicate whether they are traveling with you and are entered in your passport):

№	Тегі, аты/ Surname, First names	Туған жері мен күні/ Date and place of birth	Азаматтығы/Nationality

Мен жоғарыда көрсетілген мәліметтердің толық және дұрыс екенін растаймын. Жалған мәліметтер беріліп қойған визаны жоюға немесе оны беруден бас тартуға себеп болуы мүмкін екендігі маған мәлім. Маған берілген визаның іске асу мерзімі аяқталуына дейін Қазақстан Республикасының аумағынан шығып кетуге міндеттімін.

Маған хабарлағанымыздай, өнер. «Салық және бюджетке төленетін басқа да міндетті төлемдер туралы» Қазақстан Республикасының 2008 жылғы 10 желтоқсандағы Кодексінің 554-бабында консулдық алымдардың төленген сомалары қайтарылмайды; Алынған виза Қазақстан Республикасына кіруге толық кепілдік бермейді және егер Қазақстан Республикасының құзыретті органдары Қазақстан Республикасына кіруден бас тартса, төленген сомалар қайтарылмайды.

I undertake that the above mentioned personal data are full and correct. I am aware, that wrong data can cause refuse and canceling of already issued visa. I am obliged to leave the territory of the Republic of Kazakhstan before visa expiration.

I undertake that the above mentioned personal data are full and correct. I am aware, that wrong data can cause refuse and canceling of already issued visa. I am obliged to leave the territory of the Republic of Kazakhstan before visa expiration. I am told, that in accordance with the article 554 of the Code of the Republic of Kazakhstan of Taxes and another obligatory payments to the budget of the 10 of December 2008 the sum of money paid as consular fee is not subject for return; the issued visa does not fully guarantee entry into Kazakhstan and will not serve as basis for compensation in case the authorized bodies of the Republic of Kazakhstan refuse entry for the owner of visa into territory of Kazakhstan.

Күні және жері/
Place and date: _____

Қолы/Signature: _____

Қызметтік жазбалар үшін
For official use only