

SHORT-TERM BUSINESS / OFFICIAL VISA FOR MONGOLIA

Application checklist

Please use this checklist to ensure that you have the necessary documents we require to assess your application.

How to use this checklist

1. Before you sign your visa application form, use this checklist to ensure that you have included all necessary documentation to support your claims.
2. When you are satisfied that you have correctly completed your visa application form and all of the necessary documentation is included, you should sign and date your application form.
3. Include this completed checklist when you lodge your visa application form and all necessary documentation.

Important:

Please be aware that the decision on your visa application may be decided on the information and documentation that you include at the time of lodgment. Additional documentation may be requested may be requested during the processing of your visa application.

Please ensure that you:

- Provide an email address that can be used to contact you;
- Provide mobile phone number that can be used to contact you;
- If travelling in group, provide separate supporting documentation and checklists.

Personal documents		✓
1	Your current passport (valid 6 months beyond your travel to Mongolia)	<input type="checkbox"/>
2	Copy of the bio-data page of your current passport	<input type="checkbox"/>
3	1 passport sized photo glued or stapled to the application form	<input type="checkbox"/>
Forms and fees		
4	Completed application form /signed and dated/	<input type="checkbox"/>
5	Visa application charge /Money order OR Bank cheque payable to the Embassy of Mongolia / For visa fee, visit: http://mongolianembassy.org.au/?page_id=14 - Australian and New Zealand http://mongolianembassy.org.au/?page_id=16 - other countries.	<input type="checkbox"/>
6	Prepaid, self-addressed return envelope	<input type="checkbox"/>
Official documents		
7	Official invitation letter barcode issued by the Ministry of Foreign Affairs of Mongolia	<input type="checkbox"/>
8	Invitation letter from the Inviting company	<input type="checkbox"/>
9	Letter from the Employer in Australia	<input type="checkbox"/>
10	Flight itinerary	<input type="checkbox"/>
11	Hotel booking	<input type="checkbox"/>
12	Any additional documents required for certain applicants (see below)	<input type="checkbox"/>
Lodger's details		
13	If you are lodging this application on behalf of another person , please include this checklist with the application and provide the following details: Full name: Date of birth: Mobile number: Driver's licence number: Signature:	<input type="checkbox"/>

20. Хамт яваа 18 хүртэлх насны хүүхэд/ Children under 18 years travelling with you

Паспорт тус бүрт визийн мэдүүлэг бөглөх шаардлагатай./ Every passport holder must submit a separate application/

	Иргэний харьяалал/ Current nationality(s)	Овог/ Surname (as in passport)	Өөрийн нэр/ Given and Middle names (as in passport)	Төрсөн он сар өдөр /Date of birth	Тантай ямар хамааралтай болох /Relationship to the applicant
1.					
2.					
3.					

21. Та дараах асуултанд хариулна уу.
/Please answer the following questions./A. Танд урьд нь Монгол Улсын виз олгохоос татгалзаж байсан эсэх?
Have you ever been denied a Mongolian visa? Yes Хаана/Where
 No

Он,сар,өдөр/Date

B. Та өөр нэрээр Монгол Улсын виз мэдүүлж байсан эсэх?
Have you ever applied for a Mongolian visa with a different name? Yes Хаана/Where
 No

Яагаад/Why

Он,сар,өдөр/Date

22. Энэхүү мэдүүлгийг виз мэдүүлэгчийн өмнөөс бөглөж байгаа бол тухайн иргэн энэ хэсгийг бөглөнө үү.
/Please complete this section if you are filling this form on behalf of the applicant/A. Энэхүү мэдүүлгийг бөглөсөн хүний овог нэр
/Name of person completing the form/.....B. Виз мэдүүлэгчтэй ямар хамааралтай.....
/Relationship to the applicant/C. Хаяг, утасны дугаар.....
/Address and phone number/D. Гарын үсэг.....
/Signature/**БАТАЛГАА/DECLARATION**

I agree to that my personal data on this application form are given to appropriate authorities of Mongolia for visa related matters.

I declare that, to the best of my knowledge, the given details above are correct and complete. I am aware that any false statements will lead to my application being denied or to the cancellation of a visa already granted and may also render me liable to prosecution under the relevant laws and regulations of Mongolia.

I am obligated to leave the territory of Mongolia no later than the expiration date of the visa, if granted.

I do acknowledge that the possession of a visa is only prerequisite for entry into the territory of Mongolia.

I am aware that the visa fee is not refunded if the visa is refused.

I must get registered with the Mongolia Immigration Agency **within 7 days** of my arrival in Mongolia and obtain/extend appropriate type of visa, **if my duration of stay is longer than 30 days**.**Миний бие дээр мэдүүлсэн мэдээллийг үнэн, зөв болохыг баталж байна. Буруу, ташаа мэдээлэл өгсөн нь Монгол Улсад нэвтрүүлэхээс татгалзах болон виз олгохгүй байх үндэслэл болно гэдгийг ойлгож байна.****I hereby declare that the statement given above is true and correct. I understand that any false or misleading statement may result in the refusal of visa or denial of entry into Mongolia.**Виз мэдүүлэгчийн гарын үсэг
/Applicant's signature/Он сар өдөр.....
Date (year-month-day)

Kind reminder:

Please, post your visa documents to the following address:

**EMBASSY OF
MONGOLIA**

23 CULGOA CIRCUIT
O'MALLEY ACT 2606

TEL: 02 6286 2947