

# Visa Information Pack

**From: Singapore**

**To: Azerbaijan**

**Visa Type: Singapore Azerbaijan Business Double Entry Three Month**



## Thank you for your order

The following documents are required to apply for this specific visa type.

### Application Form

One fully completed and signed application form. This form must:

Be completed online at <https://www.visaforazerbaijan.org.uk/>

State applicants full UK address at Q.11

Have no handwritten changes. Correction fluid not permitted

State the applicants specific job title [Engineer is not considered specific enough]

Be provided in a clear plastic sleeve

The consular fee listed below comprises of the Azerbaijan Embassy's processing fee, the Azerbaijan Embassy's "express" or "urgent" service fee where an "express" or "urgent" service is requested and a three per cent credit card surcharge as levied by the Embassy.

### Passport

The applicant's actual passport. The passport must:

Have two blank facing visa pages

Be valid three months beyond the expiry date of the visa

### Photos

One passport sized colour photograph. The photograph must:

Have a white background

Be taken within the last six months

Be glued on to the visa app

### Proof of Residence

Evidence of UK residency. This must be shown as:

Valid UK Residence Visa in actual Passport which must be valid three months beyond the expiry date of the visa

**or**

An original valid UK residency card plus a colour copy of both sides which must be valid three months beyond the expiry date of the visa

### Letter of Invitation

A letter of invitation from the country of destination. A copy is acceptable. This invitation must:

Be addressed to the Azerbaijan Embassy

Bear the company stamp/seal

Be signed by the inviting party  
Be issued within the last month

### **Letter of authorisation**

A letter of authorisation obtained by the host. A copy is acceptable. This letter must:  
Be supplied by all applicants requiring a multiple entry visa and/or express processing  
Be a telex invitation letter from the Azerbaijan Foreign Ministry  
Be issued no more than one month prior to visa submission

### **Visa Information:**

Visa is valid for Three Month

### **Pricing is available on our website at:**

<https://www.visas2.com/pricing-structure>

## **APPLICATION PROCESS**

### **Step 1: Complete the forms and gather all required documents**

- Please complete all forms, check to ensure every required item is included and deliver your application to Visas2 for review and submission.

### **Step 2: Visas2 will process the application**

- Once Visas2 have received all required documentation material, complete and signed as necessary the application will be submitted at the first available date according to the consulate's availability.

### **Step 3: Process update and completion**

- Once the visa application is approved/issued, we will advise immediately. Then proceed in collecting the passport/visa from the relevant embassy/consulate and dispatch in line with the agreed return method communicating all tracking information. Applications are usually dispatched within 24 hours of release.

### **Disclaimer:**

Please note that we are not an Embassy and are not affiliated with any government. In almost all cases embassies charge a fee for visas. If we handle your application, we also charge a fee in return for advising on the requirements, helping to prepare your application, and sending a courier to queue up on your behalf to obtain and/or collect the visa. The forms and services we provide are available from the government or official source for free or lower cost. If you wish to apply directly to the relevant embassy.

# Azerbaijan Application Guidelines

The Azerbaijan Visa Application form can only be completed online via the Azerbaijan Visa Application centre's website at <http://www.visaforazerbaijan.org.uk/> . Please complete the application ensuring every question is answered where mandatory.

## PLEASE NOTE

There is no requirement to make any form of payment in advance during this process as we make the payment on behalf of each applicant at the Embassy counter.

## Completing the form

Please select your required visa type from the list, ensuring that you select "in person" as the delivery type, then click "Begin Application"

**Online Azerbaijan Visa Application Form**

Visa Type:

Entry / Duration:

Processing Type:

Delivery Type:

**Begin Application >>**

Azerbaijan Visa Service Centre is responsible for receiving visa applications for visit to the Republic of Azerbaijan from: ordinary passport holders who are UK, Ireland, Iceland, Denmark citizens, holders of EU member state and EEA (European Economic Area) passports that are resident in UK, Ireland, Iceland, Denmark and citizens of other countries possessing UK, Ireland, Iceland, Denmark permanent residence, long term student or work permits, collecting visa fees on behalf of the Azerbaijani Embassy and returning processed visa applications.

- The day of submission and the day of collection are not included in the processing time.
- Express processing service can only be used for Business & humanitarian visa applications providing Telex invitation from the Azerbaijani Foreign Ministry.
- Tourist visas are issued on a single entry basis only.
- For double-entry visas, details of both entries should be indicated.
- Visit [visa fees](#) for information on processing time and fees.

**location & hours**

**help by email**

On the next page, please enter your email address so that you can receive your unique application number along with your unique password in order to retrieve and print your completed form at a later date if required.

**Application Number**

**Get an application number**

**Please provide an email address for your application. This enables you to retrieve it at a later date.** Once you submit your email address, you will receive password. Use this information to logon and retrieve your application at a future date.


Your Email Address:  **Save and Continue**

**Have an application number?**



An email will have been sent to you from Visa for Azerbaijan to advise your application login. If you have already started an application, please login (top right of this page) to your application.

## Azerbaijan Application Guidelines

Please ensure that you fill all questions using the red prompts as you go.

Position:   DESCRIBE WITH AT LEAST TWO WORDS (EG. GENERAL MANAGER), MAX LENGTH 15 CHARACTERS


6. Type Of Visa Required:  FIELD CANNOT BE EDITED

7. Dates Of Travel:  
Entry Date to Azerbaijan:   ENTER DATE AS DD-MM-YYYY, E.G. 21-08-2011  
Departure Date from Azerbaijan:   ENTER DATE AS DD-MM-YYYY, E.G. 21-08-2011


8. Purpose Of Travel:  FIELD CANNOT BE EDITED

9. Who will finance your stay:  E.G. MYSELF / EMPLOYER / INVITING PARTY



10. Inviting company or person:  AS PER YOUR LETTER OF INVITATION.

11. Your Permanent Address:  
Address:   
  
Postal code:   
Country:    
Phone:   
Email:  E.G. USER@DOMAIN.COM


12. Type Of Passport: National  (ORDINARY) Diplomatic  Other

13. Passport Number:   NO SPACES OR COMAS

14. Issuing Authority:  AS WRITTEN IN YOUR PASSPORT

15. Date of issue / Date of expiry:  
Date of Issue:   ENTER DATE AS DD-MM-YYYY, E.G. 21-08-2011  
Date of Expiry:   ENTER DATE AS DD-MM-YYYY, E.G. 21-08-2011.  
THIS MUST BE MORE THAN 6 MONTHS FROM TODAY'S DATE.

16. Have you ever been to Azerbaijan before? Yes  No

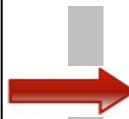
17. Applicant's family members (if included in passport & travelling with) name, surname, dob, sex & citizenship:  
How many children listed in your passport travelling with you?  



Please note that you must click save and move on the next page where this form can be printed in the correct format. A screen shot of this page is not acceptable for submission

# Azerbaijan Application Guidelines

You can click this red link in order to go back and make any changes to your form



**complete.**

- Complete **visa application form** Once all fields on the form are complete, this box *automatically* ticks. ([Click here to edit your application form](#))
- One recent **passport size colour photograph** - taken against white background 3.50mm x 4.50mm. Please do not use stapler when attaching the photograph to the application.
- Valid passport** (must be valid for at least three months after the expiry date of the Azerbaijani visa)
- Letter of Invitation:**
  - Invitation from Azerbaijani Company, Invitation from foreign company based in Azerbaijan, on the letterhead of the host company/organisation in Azerbaijan and signed by an authorised individual. Download [sample business letter of invitation](#).
- Additional Documentation:** Holders of EU member state and EEA (European Economic Area) passports that are resident in UK, Ireland, Iceland, Denmark must provide a good quality copy of at least two of the following documents to prove their residency:

## Submit Visa Application

You are applying for a **business** visa. Processing time is **normal** and delivery will be **in person**.

**The total fee for your visa application is £75 (£55.00 + £20 VAT inclusive).**

Visit [Visa Fees](#) for information on how fees are calculated (page will open in a new tab).

You have selected **in person** as your delivery method.

You have selected **normal** as your processing service.

**Please choose a payment type:**



- UK Debit Card
- Other Credit or Debit Card (3% service charge will be added to all card payments except UK debit cards)

**Terms and Conditions** ([click to show terms and conditions](#))

I confirm that I have read, and accept these Terms & Conditions

**Requirements Complete**

*All boxes above must be ticked before continuing.*



Please note that although you must select UK debit card at this stage, no payment is required to complete this process. We will pay the Embassy fees at the Embassy counter for you.

Once all boxes are checked, click here.

The next page will explain how to print your completed application form.



### Completing Your Application

Thank you for submitting your visa application electronically. **Please note we cannot begin processing your application until we receive all paperwork required (indicated below) for your visa.**

**Print your completed application form**, sign and date in the required spaces. Please glue your passport sized photo to the application within the box marked 'FOR PHOTO.'

**Save your completed application form.** This will save as an FDF file, which can be opened with Adobe Acrobat Reader.

#### Information not showing on the application form?

When Adobe Acrobat opens to print your application form, a yellow security bar may popup to say that data has been blocked. **You will need to click Options, and Trust this document to display your information.** NOTE: You cannot submit an application that differs from the one submitted electronically. Please contact us if you need to make changes to your application.

[location & hours](#)

[help by email](#)

Clicking this link will produce your completed application form.

## PLEASE TAKE NOTE OF THE IMPORTANT POINT BELOW

Before you print your form you must allow your browser to view the content first, otherwise the form will print **blank**. This is achieved by clicking "options" on the gold bar and then click "trust this document" (the wording may vary according to your browser) You will then notice the content of the form appear and you can now print your finished application form.

### AZƏRBAYCAN RESPUBLİKASININ LONDONDAKI SƏFİRLİYİ EMBASSY OF THE REPUBLIC OF AZERBAIJAN IN LONDON

### VİZA ÜÇÜN FOR VISA

1. SOYADI, ADI / SURNAME, FIRST NAME
2. CİNSİ / SEX  K/M  Q/F
3. VƏTƏNDAŞLIĞI / CITIZENSHIP
4. DOĞUM TARİXİ VƏ YERİ / DATE & PLACE OF BIRTH
5. İŞ YERİ, ÜNVANI VƏ TUTDUĞU VƏZİFƏ / EMPLOYER'S NAME & ADDRESS, POSITION
6. TƏLƏB OLUNAN VİZA NÖVÜ / TYPE OF VISA REQUIRED  
Birkeçidli/single  ikikeçidli/double entry  çoxkeçidli/several entries
7. SƏFƏRİN MÜDDƏTİ / DATES OF TRAVEL
8. SƏFƏRİN MƏQSƏDİ / PURPOSE OF TRAVEL

FOTO ÜÇÜN  
FOR PHOTO

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for official use

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Options

Trust this document one time only