

# EMBASSY OF THE REPUBLIC OF THE UNION OF MYANMAR

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(Website: <http://www.mewashingtondc.org>, e-mail: [consularservices@mewashingtondc.org](mailto:consularservices@mewashingtondc.org))

Revised: 20 Dec 2018

## CREW VISA REQUIREMENT

1. One (1) completed application form with two photos. (2 photos required)
2. One (1) completed "Work History form".
3. Original Passport

(Passport must be at least 6 months validity with available visa page.)

Non-American passport need to provide Green Card copy or Documents showing legal status in U.S.)

### 4. For Crew members from air line:

The Invitation Letter by a local air line/ recommendation for employment as current crew member.

The Permission/ Recommendation by the Ministry concerned recognizing the airline.

### For Crew on board a special flight:

The Recommendation by the country concerned to certify that the special aircraft is used for the official by the hand of state.

The Landing Permission by the Ministry concerned and application by sponsor company for the crew and personal undertaking in the event a special aircrafts owned by private individuals.

### 5. Prepaid Self-Addressed Return Envelope

(Applicant can use FedEx, UPS or USPS with Tracking Numbers. Embassy assumes no responsibility for any delay or loss of mail, or while the documents are in the custody of the courier services. The applicant shall note the tracking numbers of all used and submitted envelopes.)

6. Crew Visa Fee for Single : USD 50

Crew Visa Fee for Multiple (2 Year) : USD 160

Note: the above mentioned new business visa fee will affect on 1<sup>st</sup> October 2018.

7. Payment can be made by Cashier's Check or Money Order only. (Payable to Myanmar

Embassy) (Payment arranged through Credit Card/ Personal check/ Cash is not accepted)

## VISA INFORMATION

- The stay for the Crew Visa is 90 days, which is entitled to extend as per requirement.
- The validity of the Crew Visa (Single Entry) is 3 months from the date of issue, which cannot be renewed or refunded. Embassy will issue visa for completed application as soon as receive it. Embassy will not take any responsible for too early and too late applications.

## OFFICE HOURS

MORNING (09:30 – 12:00)	LUNCH TIME (12:00 – 13:00)	EVENING (13:00 – 17:00)
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VISA PROCESSING TIME: Minimum (3) business days for completed application.

## PHOTOGRAPHY GUIDE (2 Photos for Crew Visa)

- The photograph must have been taken within the last six months.
- The photograph should be in color with the white background.
- Photo Size: **35 mm X 45 mm or standard photo size of 2 in X 2 in**
- Photo Appearance: The photograph must be a full-face view in which the visa application is facing the camera directly. Side or angled views are NOT accepted.
- Digital Photos: Digitally reproduced photographs must be reproduced without discernible pixels or dot patterns.
- Photocopied photographs are Not Accepted.

**For Multiple Journey Entry Visa Applicant Only**  
(Note: First time visitors are not eligible to apply MJEV)

Revised: 20 Dec 2018

To

Ambassador  
Embassy of the Republic of the Union of Myanmar  
Washington D.C.

Date:

**Subject: Request for Crew Visa (MJEV) (1 Year)**

I, \_\_\_\_\_, have been to the Republic of the Union of Myanmar with Crew Single Entry Visa in 19\_\_\_\_ / 20\_\_\_\_.

Now, I would like to visit the Republic of the Union of Myanmar with Multiple Journey Entry Visa for business in order to \_\_\_\_\_.

May I request to have Multiple Journey Entry Visa for business with the following documents:

- (1) Completed Visa Application Form with recently taken two color photos (35 mm X 45 mm).
- (2) Completed "Work History" Form
- (3) Business letter of introduction from the Myanmar Company and U.S. Company on the company letterhead.
- (4) Valid Company registration copy
- (5) Copy of receipts certifying payment of taxes imposed
- (6) Original Passport
- (7) Payment of Money Order ☐ (USD 160) for Crew Visa (2 Years Multiple)
- (8) Prepaid Self-Addressed Return Envelop

Sincerely,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Passport No. \_\_\_\_\_

**EMBASSY OF THE REPUBLIC OF THE UNION OF MYANMAR  
WASHINGTON DC  
APPLICATION FOR CREW VISA**

1. Name in full (In Block Letters) \_\_\_\_\_
2. Father's full Name \_\_\_\_\_
3. Nationality \_\_\_\_\_
4. Sex ☐ (F) / ☐ (M)
5. Date of Birth \_\_\_\_\_
6. Place of Birth \_\_\_\_\_
7. Present Occupation \_\_\_\_\_
8. Marital Status: ☐ Married ☐ Separated ☐ Divorced ☐ Widowed ☐ Single
9. Spouse's Full Name: \_\_\_\_\_
10. **Passport**
  - (a) Number \_\_\_\_\_
  - (b) Date of Issue (dd/mm/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_
  - (c) Place of issue
    - ☐ United States
    - ☐ Other: \_\_\_\_\_
  - (d) Issuing Authority:
    - ☐ United States, Department of State /
    - ☐ National Passport Centre / ☐ Other: \_\_\_\_\_
  - (e) Date of expiration (dd/mm/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_
11. Present address in US \_\_\_\_\_
12. Contact Tel. No. (Res.) \_\_\_\_\_ (Work) \_\_\_\_\_
13. Address in Myanmar \_\_\_\_\_
14. Purpose of entry into Myanmar \_\_\_\_\_
15. Expected dt. of Arrival: (dd/mm/yyyy) ... /... /..... & Departure: (dd/mm/yyyy) ... /... /.....
16. Name and Address of Guarantor during stay in Myanmar \_\_\_\_\_
17. **Attention for Applicants**
  - (a) Applicant shall abide by the Laws of the Republic of the Union of Myanmar and shall not interfere in the internal affairs of the Republic of the Union of Myanmar.
  - (b) Legal actions will be taken against those who violate or contravene any provision of the existing laws, rules and regulations of the Republic of the Union of Myanmar.

Recently taken  
**Two color photos**  
with full face,  
front view, no hat  
and against a plain  
light background  
(attached with  
staple)

**I hereby declare that I fully understand the above mentioned conditions, that the particulars given above are true and correct and that I will not engage in any activities irrelevant to the purpose of entry stated herein.**

Date \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

-----**(FOR OFFICIAL USE ONLY)**-----

Visa No. \_\_\_\_\_

Date \_\_\_\_\_

Visa Authority \_\_\_\_\_

Date \_\_\_\_\_

Place. Washington D.C, United States of America

Embassy of the Republic of the Union  
of Myanmar, Washington D.C

**Contact :** Tel. (202) 332 4352, (202) 238 9332 Fax. (202) 332 4351. <http://mewashingtondc.com>, e-mail: [mewdcusa@yahoo.com](mailto:mewdcusa@yahoo.com)

**EMBASSY OF THE REPUBLIC OF THE UNION OF MYANMAR  
WASHINGTON D.C.**

**Work History for Visa Applicant**

1. Name in Full (Fill in block letters): \_\_\_\_\_  
Surname (As in Passport): \_\_\_\_\_  
First Name & Middle Name: \_\_\_\_\_
2. Date of birth (dd/mm/yyyy): \_\_ / \_\_ / \_\_\_\_
3. Place of birth: City;- \_\_\_\_\_ Country;- \_\_\_\_\_
4. Permanent Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Tel. (Res.) \_\_\_\_\_  
(Work Place) \_\_\_\_\_  
e-mail: \_\_\_\_\_
6. Work Description (**Current**)  
(a) Job Title: \_\_\_\_\_  
From (dd/mm/yyyy): \_\_ / \_\_ / \_\_\_\_ To (dd/mm/yyyy): \_\_ / \_\_ / \_\_\_\_  
(b) Office \_\_\_\_\_  
Department \_\_\_\_\_  
Describe your duties: \_\_\_\_\_  
\_\_\_\_\_
7. Work Description (**Previous**)  
(a) Job Title: \_\_\_\_\_  
From (dd/mm/yyyy): \_\_ / \_\_ / \_\_\_\_ To (dd/mm/yyyy): \_\_ / \_\_ / \_\_\_\_  
(b) Office \_\_\_\_\_  
Department \_\_\_\_\_  
Describe your duties: \_\_\_\_\_  
\_\_\_\_\_

I hereby declare that the particulars given above are true and correct.

\_\_\_\_\_  
Signature of Applicant

Date: (dd/mm/yyyy) \_\_ / \_\_ / \_\_\_\_