

**INTL VISA - CONSULATE SCHEDULE DETERMINATION**

PER COUNTRY

PHASES	1	2	3	4	5
PARTY	TOUR MANAGER & AGENCY COORD	PROMOTER	VISA AGENCY	CONSULATE	RETURN - PASSPORTS
SOME CONSIDERATIONS	PREP OF REQ'D IMM DOCS	APPLY / OBTAIN APPROVALS	PRE-CONSULATE PREPARTATION	VISA AGENCY ADVANCING / PROCESS	DEPARTURE DATE / LOCATION
determine	* Passport # & Scan * Passport Validty	* Pad entry / exit dates + 5 - 10 days * How long to obtain approval	* Prepare applications * Prepare add'l Consualte docs	* Make Appointment? * Process time?	* how to return passports? > Fedx (add days)
verify	* Blank Visa Pages * Confirmed personnel * Verify Nationalities * Verify legal status in country * Verfiy Passport #s * Obtain Photos * Personnal Questoinnaires > historical visits	* How approval is issued * Time, Consulate receive approval > how long take?  * Window of time to apply ahead > varies per Country	* Obtain Consualte fee req'mts * Make Appointment * Passport Photos * Logistical coord -receive passports  * Send out Applications - Wet Ink Sig * MGMT return - signed app + correct passport  * Proof of Legal Status in country	* Expedite process avail? * what counts as Day 1? * submit Fedex, Walk In, In Person * how to pickup/rtn passports  * submit for visa issuance	* Logistic Cooordination
Determine	* Consulate locations / req'mts * Consualte process times * Personnel schedule	* Is Country Port of Entry? * How will group be greeted at border? * Advanced arrangements			
Confirm	* PASSPORT#		* Are visas to be issued prior to certain Consualte submittals		
Decide / Verify	* WHICH PSPT TO USE ( 10-yr / 2nd?)				
Confirm	* PASSPORT VALIDITY				
Verify	* # VISA PAGES NEEDED				
Count	* # BLANK VISA PAGES				