

# EMBASSY OF THE REPUBLIC OF THE UNION OF MYANMAR

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

## BUSINESS 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. **The Business Letter of U.S. Company and the Invitation Letter of Myanmar Company** that have registered according to Myanmar Investment Commission/ Ministries concerned.  
(Both in the letterhead)
  5. **The copy of valid inviting company's registration.**
  6. **Prepaid Self-Addressed Return Envelope**
  7. (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.**)
  8. **Business Visa Fee for Single : USD 50**  
**Business Visa Fee for Multiple (3 months) : USD 200**  
**Business Visa Fee for Multiple (6 months) : USD 400**  
**Business Visa Fee for Multiple (1 Year) : USD 600**
- Note: the above mentioned new business visa fee will affect from 12 December 2016.**
9. 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 Business Visa is **70 days**, which is extendable.
- The validity of the Business 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.
- Multiple Journey Entry Business Visa (MJEV) may be obtained for a fee of **USD200 (for 3 months), USD 400 (for 6 months) and USD 600 (for 1 year)** at the discretion of the Embassy Official.  
(Note: First time visitors for business purpose are not eligible to apply MJEV)

## OFFICE HOURS

<b>MORNING (09:30-12:00)</b>	<b>LUNCH TIME (12:00-13:00)</b>	<b>EVENING (13:00-1700)</b>
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**VISA PROCESSING TIME:** Minimum (3) business days for completed application.

## PHOTOGRAPHY GUIDE (2 Photos for Business 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 applicant 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.**
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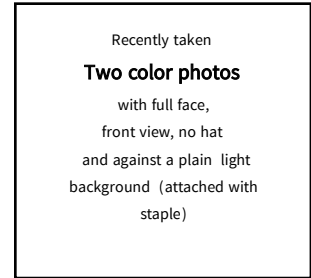
## **Additional Requirements for Business Visa Application**

**(As of 16-9-2022)**

1. The applicant's company registered in Myanmar must have at least one year of registration under Directorate of Investment and Company Administration (DICA).
2. The applications from the companies that have been suspended or struck-off due to the failure to comply with the Myanmar Companies Act (2017) shall be accepted only after one year of operation in accordance with the law.
3. In order to apply for a business visa for a foreign employee, the respective company is required to submit the following documents together with the application:
  - (a) Updated Extract Form of the company,
  - (b) Current field of operations of the company,
  - (c) Affidavit of liability of the company's board of directors regarding the foreign employee,
  - (d) The company must submit the income tax payment receipt of 2020-2021 fiscal year and the 2021-2022 fiscal year and an audit report (or) any proof of tax payment receipt in advance (if available) for 2022 -2023 fiscal year,
  - (e) An update CV form of the foreign employee that includes a photograph (2"x 1.5") taken within 6 months, educational background, work experience, permanent residence address abroad and local address,

- (f) Assigned designation and duties; Terms of Reference (TOR) of the foreign employee in the company,
- (g) Employment Contract and Proof of education
- (h) The company must inform the DICA, if there are any changes to the local residence address of the foreign employee,
- (i) If the foreign employee is entering Myanmar for the second time, he/she must submit the proof of any previous income tax receipt,
- (j) The company must submit the employment status of the company/ the list of employees (foreigner/ local) including names, positions, Passport No., National Registration Card No., Phone No.)
- (k) Identity of family members (spouse/ son/ daughter).

EMBASSY OF THE REPUBLIC OF THE UNION OF MYANMAR  
WASHINGTON D.C  
APPLICATION FOR BUSINESS 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.

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

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

**Work History for Visa Applicant**

1. Full Name (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) \_\_\_ / \_\_\_ / \_\_\_\_\_

**For Multiple Journey Entry Visa Applicant Only**

(Note: First time visitors are not eligible to apply MJEV)

To

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

Date:

**Subject: Request for Business Visa (MJEV) (3 months / 6 months / 1 year)**

I, \_\_\_\_\_, have been to the Republic of the Union of Myanmar with Business 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 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 200) for Business Visa (3 months Multiple)  
 (USD 400) for Business Visa (6 months Multiple)  
 (USD 600) for Business Visa (1 Year Multiple)
- (8) Prepaid Self-Addressed Return Envelope

Sincerely,

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

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

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