

Dear Team Leader

All Global Village teams coming to Viet Nam must be registered with our government partners, The Peoples Aid Coordinating Committee, PACCOC, who grant us permission to work in Viet Nam. It is imperative that we have all participants' passport information as it appears on their passport as soon as possible. This information is required from each team to register and qualify for visa approval as well as permission by local authorities to work in the hamlets. It is required whether your country is an ASEAN member country or not.

You must receive approval codes from PACCOC through HFH Vietnam before you apply for visas in your home country. They will then send out a joint approval and approval code to the Vietnamese Embassy in your country to issue your visas. Only then can we grant an acceptance for a slot and start our hosting process. In the meantime the slot will be closed for you while we go through the necessary requirements. There can be no build without this document getting to PACCOC so please get this information to us before any team member sends their passports off for visas. You can list all potential members of your team and their passport information and then they can decide not to come later if they choose, but please do this sparingly as HFH Vietnam pays a visa fee on their end to request approval. After the list has been submitted, no more names can be added.

Please return this form by email to Quynh as soon as possible. Though the HFH Vietnam staff does not have control over whether approval is granted or not, we will do all we can to advocate for your team. Builds could be cancelled if this information is not forwarded with enough time for our partners to process. Without approval the build is not possible.

1. Complete the GVAF form completely (use the new form in word document with the information on location of obtaining the actual visa)
2. Enter dates in DD/MM/YYYY format
3. Work with Sending Coordinator to insure that all team members have submitted legible scanned copies of their Passports.

Please note the following:

- Visa approval is not granted on a set timeline in Vietnam, and may not be granted until very close to the build. Team members may be anxious about this, but it is not something that we have any control over. If visa approval is not granted, we will be able to reroute the team to Thailand or make other arrangements.
- Please notify team members who are planning travel prior to the build that they may be on short notice to get their Passport to the embassy shortly before the trip departs. There are two types of visa costs through the Vietnamese Embassy in your country, regular processing time and expedited processing time. Please check the timing and the cost to process the visa in time.
- Visa dates beyond the actual trip dates cannot be requested. The HFH Vietnam staff does not have control over the dates of the visa. Once granted, visa approval is a SINGLE ENTRY for 30 days and the dates are specified by PACCOC. If team members

are traveling outside of the dates of visa approval, they will need to apply for an additional tourist visa individually through a travel agent.

- Persons with a tourist visa will not be able to join the team, as only approved team members with the proper visa can work with HFH Vietnam.

Process for obtaining visas from the Vietnamese Embassy in Tokyo:

Embassy of Vietnam in Tokyo, Japan

50-11, Motoyoyogi-cho Shibuya-ku

Tokyo 151, Japan

Phone:

+81-3-34 66 3313

+81-3-34 66 3314

+81-3-34 81 6354

+81-3-34 66 3311

Fax:

+81-3-34 66 3391

+81-3-34 66 7652

+81-3 3466

Email:

vnembasy@blue.ocn.ne.jp

- 1) Send original PASSPORT. (NO Copies!)
- 2) One completed and signed visa application form with 02 passport-size photo glued or stapled.
- 3) Fee in the form of MONEY ORDER, or CASHIER'S CHECK, or CERTIFIED CHECK payable to "THE EMBASSY OF VIETNAM."
- 4) A prepaid return next day envelope. Please use express mail.
- 5) Include the approval code authorization letter that you will receive from HFH Vietnam.

Thank you

Regards

HFH-V Global Village Team