

Please complete this order form in capital letters or with a computer. Return it by E-Mail or by post to the above mentioned address.

### 1. CONTACT DETAILS

**Customer**

Mrs/Ms  Mr

Surname, Name : \_\_\_\_\_  
Street, No. : \_\_\_\_\_  
Postcode, Town : \_\_\_\_\_  
Phone, Town : \_\_\_\_\_  
Phone, Mobile : \_\_\_\_\_  
E-Mail Address : \_\_\_\_\_

Delivery or  billing address (if differs from contact details)

Mrs/Ms  Mr

Company : \_\_\_\_\_  
Surname, Name : \_\_\_\_\_  
Street, No. : \_\_\_\_\_  
Postcode, Town : \_\_\_\_\_  
Phone, Mobile : \_\_\_\_\_

For subsequent changes, we will charge you  
an additional fee of **9,00 Euro**

### 2. VISA APPLICANTS

	Surname, First Name	Nationality	Date of birth	Planned travel date
1. Person	_____	_____	_____	_____
2. Person	_____	_____	_____	_____
3. Person	_____	_____	_____	_____
4. Person	_____	_____	_____	_____

### 3. DELIVERY VISA PACKAGE

You will receive our documents for completion – Please inform us of how you wish to receive the documents

by e-mail to the address provided above  by post to the address provided above (+ 5,00 €)

### 4. APPOINTMENT

Please let us know at which consulate you would like to submit your application

Berlin  Frankfurt  Munich

The appointments are on weekdays and mainly in the mornings, provide your preferred date for the appointment

Date : \_\_\_\_\_ *We will call you to book your appointment!*

### 5. PAYMENT

Payment by **bank transfer** You will receive a **preliminary invoice** from our office - advance payment

Payment by **credit card** We currently accept the following credit cards: **Mastercard** and **Visacard**

Name of the card holder \_\_\_\_\_ Credit card number \_\_\_\_\_ Card valid until (mm/yyyy) \_\_\_\_\_

## 6. FEES

Below is an overview of the costs for your order.  
Please refer to our price list on our website for possible additional costs for further services.

**Visas United Processing Fee (1) + Consular Fees (2) + Optional Services (3) + SEVIS Fee (4)  
= TOTAL COST OF THE ORDER**

### Visas United Processing Fee (1)

We charge the following fees for our service - prices are per person.  
(Consultation, preparation of visa application, application processing, payment transfer, appointment booking)

Service fee for applying for your USA visa (F1 Visum)	299,00 Euro
Service fee for applying for your USA visa (J1 Visum)	299,00 Euro

**+ PLUS ADDITIONAL+**

### Konsularische Gebühren (2)

The consular fees shown here are charged by the USA consulates - All prices are per person.  
The following costs are partially VAT exempt and may vary slightly due to the exchange rates!  
Payment forwarding charges are already included in the above prices.  
In case of visa refusal, fees will not be refunded!

F1 Visa - Validity of the visa in accordance with I-20 Certificate	<input type="checkbox"/>	177,25 Euro
J1 Visa - Validity of the visa in accordance with the DS-2019 Certificate	<input type="checkbox"/>	177,25 Euro

**+ PLUS ADDITIONAL+**

### Optionale Services (3)

If the visa is approved after your interview appointment, the US consulate will keep your passport to issue and enter the visa. You will then be notified to pick up your passport, which you can either collect in person at a service provider not far from the U.S. consulate or authorise another person to collect it on your behalf.

Alternatively, you can have the passport sent directly to an address of your choice by a courier service designated by the consulate. The U.S. consulate charges separate fees for this service - prices are per person.

Return shipping by courier	<input type="checkbox"/>	0 Euro
Self pick-up	<input type="checkbox"/>	free of charge

**+ PLUS ADDITIONAL+**

### SEVIS Fee (4)

The SEVIS fee is payable for all F1 and J1 visas so that your officially issued certificate ( I-20 or DS-2019) can be activated. Some organisations will pay the SEVIS payments for their participants . However, if your organisation does not do this, then we can transfer your SEVIS payment for you at no extra charge.  
The following costs are partially VAT exempt and may vary slightly due to the exchange rates!  
In case of visa refusal, fees will not be refunded!

Payment of the F1 SEVIS fee in the amount of 350.00 USD	<input type="checkbox"/>	340,00 Euro
Payment of the J1 SEVIS fee in the amount of 220.00 USD	<input type="checkbox"/>	215,00 Euro
I/my organization have paid/will pay the SEVIS fee	<input type="checkbox"/>	-----

## 7. ORGANISATION

If your trip is organized through an organisation or language school, please indicate the name of it!

Name of organisation/language school: \_\_\_\_\_

*If special conditions are available for your language organisation, we will take these into account when invoicing.*

We ensure Transparency and open communication for all our customers  
For this reason, you will find important contractual conditions for commissioning our visa agency below.

## 8. SCOPE OF SERVICES

Visas United - USA Visa Service includes the following services:

- ✓ Personal and individual advice on your travel requirements for correct visa category
- ✓ Provision of an application package and an individual document checklist
- ✓ Preparation of the visa application (DS-160) and its submission to the US visa authority
- ✓ Payment of all obligatory fees to the US visa authority  
(payment = transfer of consular fees and all necessary/optional commissioned fees – e. g. passport shipping fee)
- ✓ Appointment Booking for visa interview at the US Consulate
- ✓ Non-binding advice in the event of a possible rejection decision

## 9. TERMS & CONDITIONS

I confirm that I am aware of the General Terms and Conditions, which I can view on the Visas United website and download them as a PDF file. I expressly agree to all the regulations stated there. Upon receipt of the completed order form, the order is also deemed to have been placed with a digital signature.

Direct access: <https://www.visasunited.de/allgemeine-geschaeftsbedingungen.html>



## 10. DATE PROTECTION

I confirm that I am aware of the data protection regulations which I have been able to view on the Visas United website and download them as a PDF file. If I have named other persons in this order, I confirm that I have informed these persons about the data protection regulations.

Direct access: <https://www.visasunited.de/datenschutz-visum.html>



## 11. ORDER CONDITIONS

Should the order not be carried out due to unforeseen circumstances, Visas United shall have no claim to remuneration. However, partial services rendered shall be remunerated appropriately. The same applies to fees already transferred by Visas United, which will not be reimbursed. If parts of the fees can nevertheless be reimbursed, this amount will of course be refunded.

In the event of cancellation or expiry of the deadline, Visas United reserves the right to charge a lump sum of 39.00 euros for the main applicant and 19.00 euros for each additional applicant.

By submitting my signed order, I expressly waive my fourteen-day right of revocation. The processing of my application will start upon receipt of this order so that the Visas United team can process the application without delay.

## 12. SIGNATURE

I have taken note of the above terms and conditions and hereby place the order.

**Unsigned orders will not be processed!**



\_\_\_\_\_  
SIGNATURE – Applicant/Contact Person



\_\_\_\_\_  
SIGNATURE - 2nd Applicant  
(required if a second person is entered on the form)



\_\_\_\_\_  
SIGNATURE – 3rd Applicant  
(required if a second person is entered on the form)



\_\_\_\_\_  
SIGNATURE – 4th Applicant  
(required if a second person is entered on the form)