



Guidelines for Inviting Citizens, Enterprises, and Organizations

When applying for a visa or residence permit for a foreign national, incomplete or inaccurate documentation and incorrect information may result in the application being returned, delays in processing, or potential financial risks. Therefore, the following **GUIDELINES** are provided for citizens, enterprises, and organizations inviting foreign nationals.

1. In the request letter, the purpose of the invitation, the invitee's full name, passport number, place of visa issuance, and intended period of stay shall be clearly specified. The request letter must comply with the formal requirements of official document standards.
2. The staff submitting the application must be provided with a power of attorney issued by the organization. The power of attorney, employee ID, and national ID of the staff shall be submitted together with the application. The power of attorney should include the date, reference number, full name, position, and validity.
3. A copy of the invitee's passport, which is in color, clear, complete, and scanned without blurring, shall be uploaded. Please ensure that the information, including nationality, country of birth, state or province of birth, and place of passport issuance, is verified and provided exactly as it appears in the passport.
4. The photo must be in color, clear, full-faced, with a white background, and taken within the last 6 months (size: 3.5 cm x 4.5 cm).
5. Personal information such as employment, education, family details, and emergency contact must be filled out.
6. The place of visa issuance must match that stated in the request letter, and the residential address in Mongolia must match the one provided in the address verification section.
7. The citizen or enterprise providing accommodation must submit an address verification letter, a copy of an ID card (or, for a foreign national, a passport copy), and supporting documents proving the stated address (such as a property certificate or rental contract). The address information must be complete and accurate, and it must match the information provided in the travel details section.
8. When applying for a "C" (employment) visa or residence permit, a Job Description consistent with the invitee's position and duties, using the organization's standard template, must be submitted. The Job Description should clearly specify the invitee's role, responsibilities, working hours, workplace, and employment conditions.
9. When applying for a "B" (investor) visa or residence permit, the Company Charter and audit report must be attached.
10. When applying for an "E" (student) visa or residence permit, a complete and valid medical certificate, including HIV/AIDS, syphilis, tuberculosis, and hepatitis B/C test results, must be submitted.

For more information regarding services, please contact the Call Center at +976 1800-1882 or access assistance through the AI-based chatbot.

IMMIGRATION AGENCY OF MONGOLIA