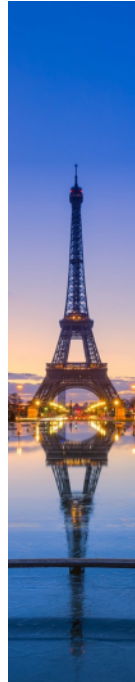
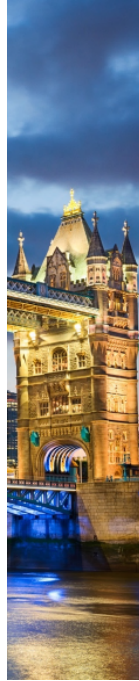


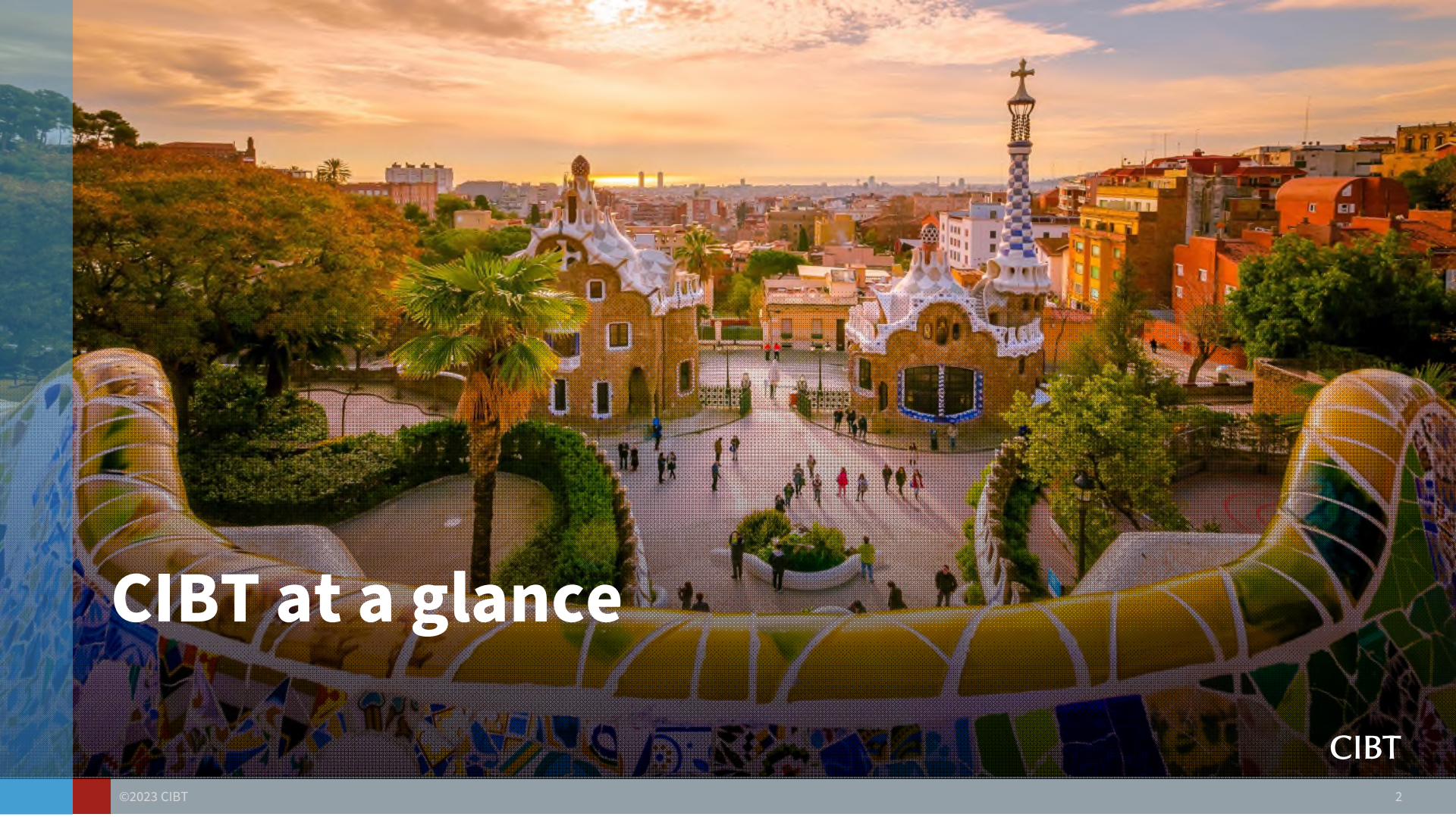
An overview of CIBT services

January 2024



CIBTvisas | NewlandChase | BLAIR

CIBT



CIBT at a glance

CIBT

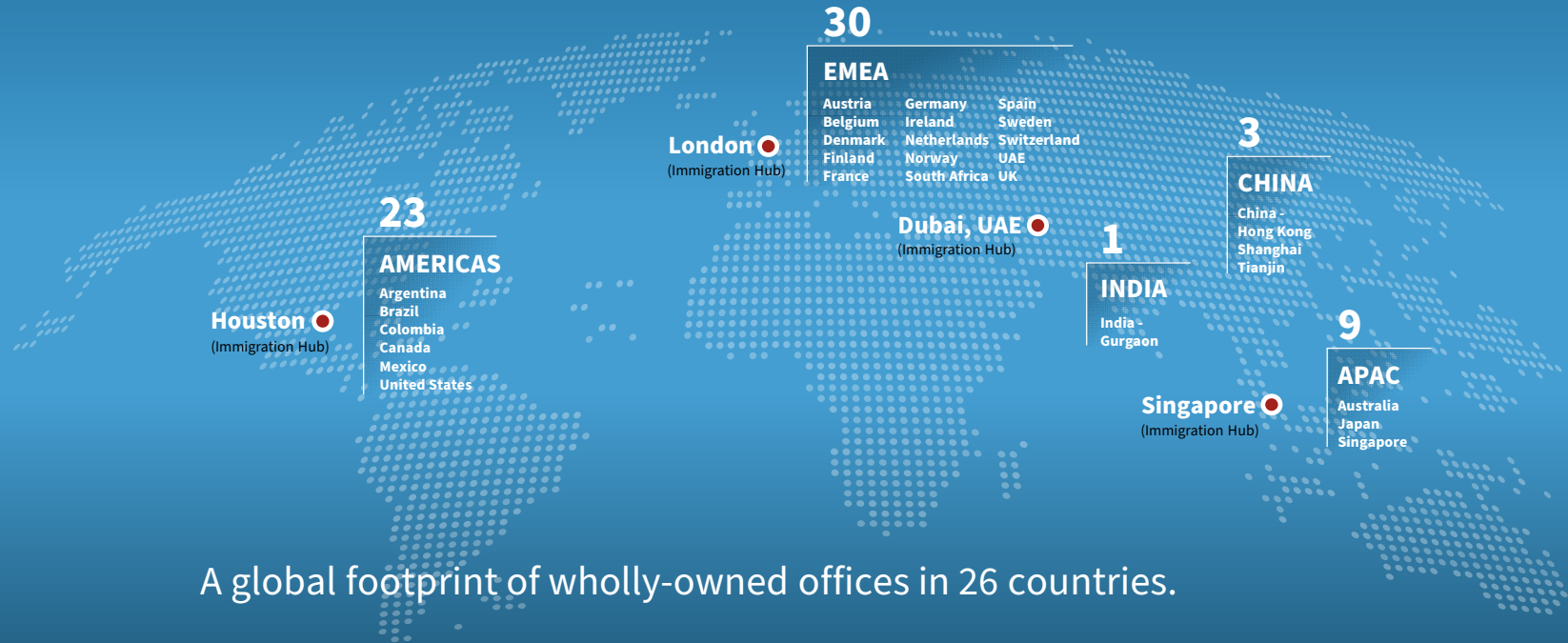
26
countries

70+
wholly-owned offices

50
languages

180+
country coverage

19
time zones



A global footprint of wholly-owned offices in 26 countries.



CIBT's experience will make a world of difference.

Since 1989, CIBT has partnered with thousands of corporate clients worldwide, from small businesses and startups to global conglomerates.

1700+ experts in 26 countries

Chosen by 75% the world's largest companies

The industry leaders since 1989

CIBT

Go anywhere with CIBT's family of companies.

Together, we provide the world's leading and most complete global travel and mobility services.

Visas

Corporate and partner travel

CIBTvisas

Immigration Services

Global immigration and advisory services

NewlandChase

Document Services

Document legalization and authentication services

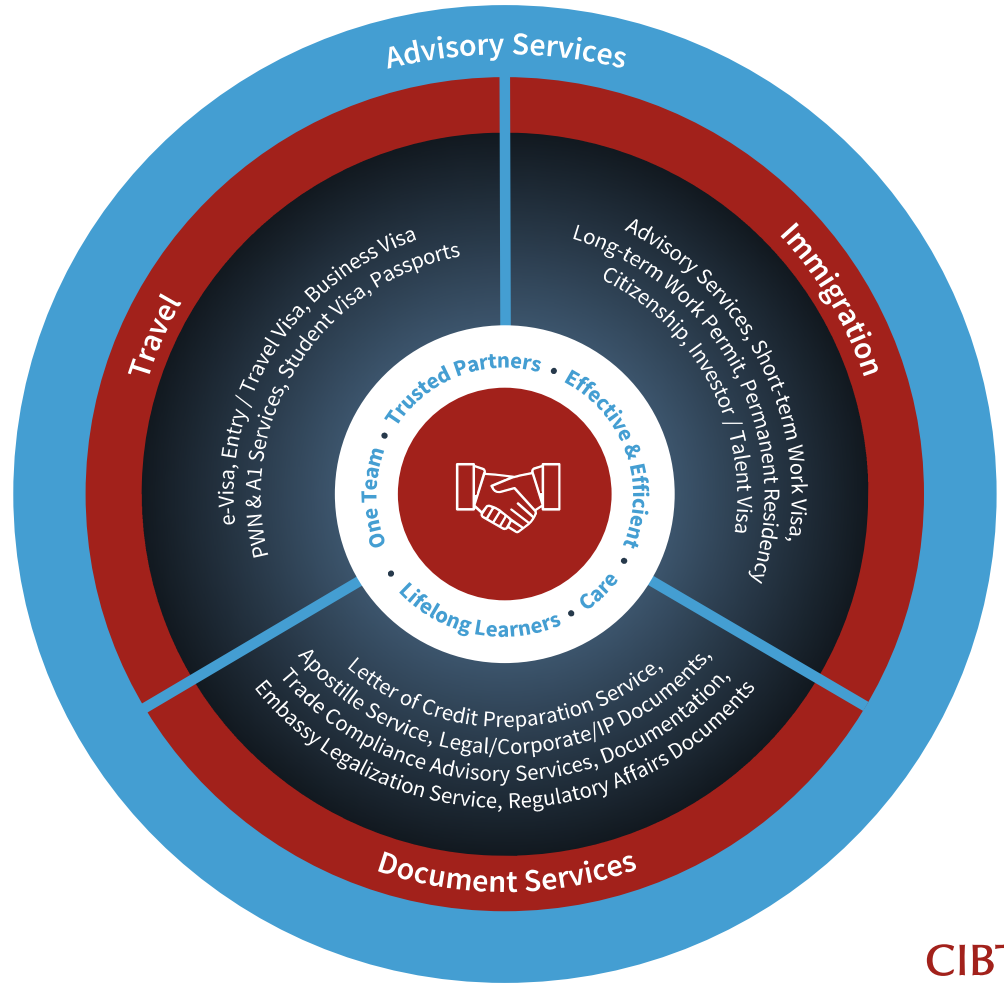
BLAIR



CIBT

A Comprehensive Approach

Always centered on the needs of our clients and travelers, our services include proprietary tools for corporate and partner travel; global immigration and advisory services; and document legalization and authentication services. It's all here for you with CIBT.





**Move talent
across borders—
seamlessly and
efficiently.**

From travel visas to high-profile and time-sensitive project moves, companies all over the world depend on CIBT's global expertise, robust and up-to-date data, and unrivaled experience.

CIBT



Yes, we do it all.



Our services

CIBT



Premium Service

CIBTvisas' Premium Service offers our highest level of support throughout the visa submission process, providing quality checks every step of the way to help you get your visa application right the first time.

Our comprehensive services, tailored specifically to meet your individual needs, offer the ultimate convenience.

And you can rest easy knowing that the global leader in navigating visa and travel document complexities is taking care of your visa needs.

- **Personalized:** Experienced professionals provide dedicated support.
- **Seamless:** We handle every detail of the application and document preparation, taking the burden off you.
- **Efficient:** Expert Review every step of the way to make sure you get it right the first time.

Flexible Solutions for Different Travel Needs

CIBT offers solutions that align with each traveler's needs; from document review and completion to assistance with travelers' biggest challenges:

Digital Photo Service

Click and upload and CIBT will print and affix and required photos

Business Cover Letter Support

CIBT will draft all supporting letters in support of the traveler's visa submission

Document Preparation

A convenient solution that ensures that documents are completed correctly, every time

Visa Scan

CIBT will retain a digital copy of all completed visas for future needs

Upload a Photo for your Application

Acceptable photos are required to apply for your visa. Our photo service is the way to certify that your photos are acceptable for consular submission. A service fee of \$30.00 per traveler applies.

→ [Frequently Asked Questions](#)

→ [Photo Guidelines](#)

Snap. Click. That's It.

*First Name

*Last Name

*Do you have an order number? Yes No

*Order Number

[Browse & Upload Photo](#)

Photo Guidelines

Positioning And Pose

- Face the camera directly, head straight
- Neutral expression with eyes open, mouth closed, and ears visible
- Photo should be recent

Background And Lighting

- Taken against a white background, wearing non-white clothing
- In color, with no background light or shadows

Glasses, Jewelry, And Head Coverings

- Do not wear eyeglasses
- Do not wear jewelry
- Head covering may be worn for religious purposes only and may not obscure any facial features

File Requirements

- Submit the actual image, generally 1MB or more, not to exceed 15 MB





CIBTvisas' Expedited Passport Services

Currently, standard processing time for a U.S. passport is 6-8 weeks.

CIBTvisas can help:

- CIBTvisas specializes in expediting the passport appointment process and assisting travelers with obtaining a passport quickly.
- Our expedited service helps those with imminent travel plans to secure a passport in as little as one business day.
- As a reminder, travelers must have a minimum of six months of validity remaining on their passport at the time of their planned arrival overseas and should have at least one blank page marked “visas”.



An indispensable tool for travel managers.

Visa Alert seamlessly integrates with the travel booking process and ensures that every traveler is promptly notified via email of the required travel documents for their destination. This streamlined and automated system provides peace of mind and reduces the need for rush or emergency visas.

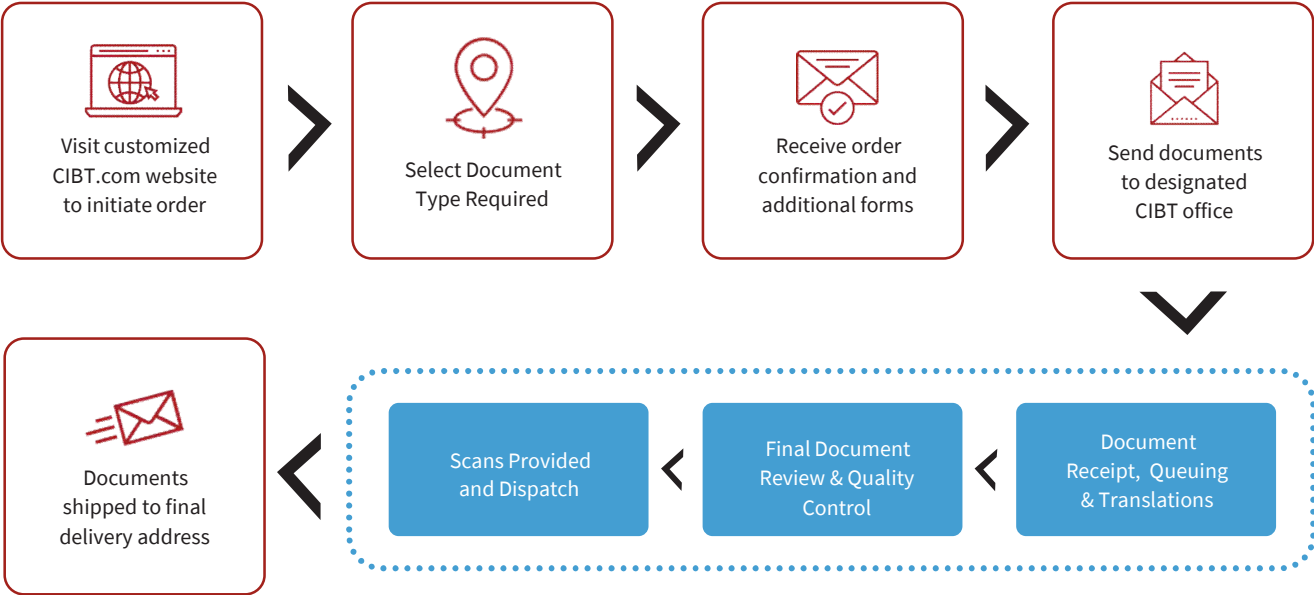
SAP Concur 

 **GetThere**

amadeus



Our Visa Process



CIBT Protects Client Data

Staff Training & Support

- Monthly phishing tests for all staff
- Best-in-class centralized virus and malware prevention
- Annual training on IT awareness, phishing
- Industry leading secure email gateways that review every inbound email against spam and malware signatures
- Every data modification is logged
- Data loss prevention mechanisms
- Password controls, including complexity requirements and password change every 60 days
- Warning applied to email from external senders

Physical Security

- CCTV in all offices or compensating control
- Picture badging and magnetic door locks
- Offices have alarm systems, motion detectors or compensating controls
- Fireproof safes in all offices
- Clean-desk policy
- Locked IT closets
- Physical separation between visitor area and processing area
- Biometric verification required to access servers
- Offices audited twice a year

Overview of CIBT services

CIBT visas

Travel wherever business takes you.

- Global Business and Tourist Visas
- Consular Services
- Premium Services
- Executive Services
- On-Site Solutions
- Strategic Guidance
- Management Consulting
- Meeting & Event Management
- Integrated Advisory Services
- Intelligent Reports & Alerts
- Business Cover Letter
- Digital Photo Service
- Pre-Check
- Visa Scan

NewlandChase

Just tell us where, we'll do the rest.

- Corporate Immigration Services
- Consolidated Visa & Immigration Management
- Advisory Services
- Immigration Policy & Compliance
- Right to Work & Workplace Audits
- Business Visitor Solutions
- Post-Arrival Support
- Entity Restructuring
- Individual Immigration



The market leader in export documentation.

- Certifications
- Notarizations
- Document Procurement
- Embassy Legalization
- Translations
- Document Delivery
- Apostilles Authentications
- Document Assessment
- ATA Carnet
- Letter of Credit Preparation
- CargoX Platform Administration
- Trade Advisory & Consulting



Contact Us

Account related questions

Jane Gulielmitti

Client Manager

jane.gulielmitti@cibt.com

Visas and passport orders

CIBTvisas Customer Service

customerservice@cibtvisas.com

800-929-2428

CIBT