



# Training Guide for Worldwide Adventures Abroad Ltd



VisaCentral clients can access a proprietary, state of the art database that contains all the specific requirements for travellers of any nationality to travel anywhere in the world. Application Packs can be downloaded from the website that provide easy to follow instructions, requirements and the necessary application forms to process your visa.

Visit your dedicated VisaCentral portal [www.visacentral.co.uk/worldwideadventuresabroad](http://www.visacentral.co.uk/worldwideadventuresabroad) to access your account through our website.



The screenshot displays the VisaCentral website interface. At the top left is the logo 'VisaCentral A CIBT COMPANY'. To the right is a search bar labeled 'Enter Account Code' with a red arrow pointing to it. Below the logo is a navigation menu with buttons for 'Home', 'Visas', 'Passports', 'Service Directory', 'Client Solutions', 'About Us', and 'Status Check'. The main content area features a 'Need a Visa?' form with the following fields: 'I hold a passport from' (United Kingdom), 'I am travelling to' (Select Country), and 'I am travelling for' (Select One). There is also a section for 'Do you have an account code' with 'Yes' and 'No' radio buttons and an 'Enter Account Code' field. A 'SUBMIT' button is at the bottom of the form. To the right of the form is a graphic with a globe and the text 'the FASTEST way to get a visa.'.



Once logged in correctly, search for the latest visa information with four basic steps:

**Step One:** Choose the traveller's nationality

**Step Two:** Choose the country of destination

**Step Three:** Select the relevant purpose of visit

**Step Four:** Click Submit

You may add additional destinations by clicking the link above the Submit button

**Need A Visa?**

I hold a passport from

I am travelling to

I am travelling for

[Add Destination](#)

**SUBMIT**

**MORE INFORMATION REQUIRED**

To process a visa we need additional information. Please answer the following questions.

How many times will you enter the country?

How long do you need your visa to be valid?

**SUBMIT**

If further information is required you will be prompted to choose the number of entries and validity of the visa requested in a pop-up window



You will be presented with easy to read onscreen information about your visa request results including requirements, consular closing dates, processing times and associated fees.

From here there are three options to continue:

**Option 1: View Application Pack** [➔View Application Pack](#)

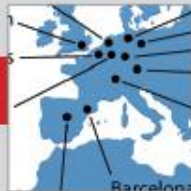
This will allow you to open a pdf version of the full information, application forms and guidelines

**Option 2: Email Application Pack** [➔Email Application Pack](#)

This will allow you to email the pdf Application Pack directly to a third party

**Option 3: Start Order** [START ORDER](#)

Choose this option when you have gathered the documentation for your application and are ready to proceed, or if placing the initial Online Order on the traveller's behalf for them to send on to Visa Express.



## COMPLETING AN ONLINE ORDER

In order for the VisaCentral team to process your application successfully, we require you to complete an Order Form with your full instructions. This can be in the format of the Offline Order Form provided within the pdf Visa Application Pack, or preferably an Online Order completed on our website.

Once you have clicked Start Order on the search results page, the Online Order process contains four stages of information we require from you:

### Step 1: Traveller Information

Including the date you require the passport to be returned to you, the traveller's passport information, and contact details for the order. You may add up to 5 applicants per order.

### Traveller Information

*\* FIELDS ARE REQUIRED*

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#### Important Travel Dates

\*Date passport must be in your possession

Destination: China

\*Entry Date  \*Exit Date

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#### Traveller Details

Enter Traveller's Information

\*Total Number of Travellers

### Order Contact Information

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Who should we contact regarding this order?

Traveller Contact  New Contact

\*First Name

\*Last Name

\*Primary Phone Number

\*Email

\*Retype Email



## Step 2: Select Despatch Method

We provide flexibility in delivery options based on your needs whether it is sending your documents via secure mail or meeting you/your traveller at the airport in time for a flight.

Once you have chosen a despatch method, the specific details needed in order for us to arrange this method will be requested.

It is possible to nominate regular delivery addresses for your account to expedite this part of the Online Order form, please provide these details to your Account Manager

### Select Despatch Method

Secure Mail by 9:00am - £16.00
<b>Secure Mail by 9:00am - £16.00</b>
Secure Mail by 1:00pm - £9.95
Customer Collection - £0.00
Same Day Motorbike Courier - Fees Vary
Overnight Courier UK by 12:00pm - £35.00
Overnight Courier UK by 9:00am - £45.00
Overnight Courier UK Saturday by 12 noon - £70.00
Courier Delivery International EU - £55.00
Courier Delivery International NON EU - £55.00
Heathrow Airport Meet & Greet - £95.00
Gatwick Airport Meet & Greet - £95.00
City Airport Meet & Greet - £95.00

### Despatch My Order to This Address

*Name	<input type="text"/>
Company	<input type="text"/>
Department	<input type="text"/>
*Street Address	<input type="text"/>
*City	<input type="text"/>
County	Select One <input type="text"/>
*Country	United Kingdom <input type="text"/>
*Postal Code	<input type="text"/>



## Step 3: Services, Fees and Payments

VisaCentral offers all available processing times as confirmed by the each Embassies. On this page you may nominate a specific processing time (where multiple options are available) and provide payment details/billing references.

<input type="radio"/> <b>3 Working Days</b>	
Consular Fee:	£85.00
VisaExpress Fee:	£95.00
<input type="radio"/> <b>4 Working Days</b>	
Consular Fee:	£60.00
VisaExpress Fee:	£55.00
<b>Customer Collection :</b>	£0.00

**Credit Card/Debit Card**

\*Card Type

\*Card Number

\*Expiry Date

\*Name on Card

\*Security Code  [What is this?](#)

Billing Reference (if applicable)



## Step 4: Review and Submit

The final stage of the Online Order process allows you to review the details you have provided so far, and submit your order. If the date you requested for the return of the passport is not achievable, the website will display a warning notice and advise the earliest possible date. This logic takes into account processing time at the Embassy, weekends, Embassy closure dates, public holidays and the delivery method you have chosen.

### Review and Submit

**SUBMIT ORDER**

*\* FIELDS ARE REQUIRED*

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#### Important Travel Dates

[EDIT](#)

Date passport must be in your possession	30-05-2012
China	Entry Date: 31-05-2012, Exit Date: 02-06-2012

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#### Traveller Details

[EDIT](#)

Traveller #1	
Name	John Smith
Date of Birth	01-01-1980
Phone Number	0207 123 4567
Email	test@cibt.com
Passport Number	123456789
Passport Expiry Date	12-12-2016

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#### Order Contact Information

[EDIT](#)

Same as Traveller's Details

**Please print a copy of the VisaCentral Online Order Confirmation email and include this in the application package you send to our offices for processing**





# CHECKING THE STATUS OF YOUR APPLICATION

VisaCentral provides automated email updates of the start and completion of your application process, plus access to an online Status Check tool on our website.

To check the status of your application click on the Status Check tab of the website at any time and enter either the VisaCentral order number and traveller's surname, or the traveller's date of birth and surname

Order Received
Order in Process
Order in Quality Assurance
Order Complete

## Your Online Order Has Been Received

Your online order has been received, but your documents have not. You must provide VisaCentral with a complete set of forms and documents before we can start to process your order. Contact us by email at [info@uk.visacentral.com](mailto:info@uk.visacentral.com) or call 0844 381 4798.

VisaCentral order status as of 3:49 PM BST 16-05-2012

### Order Summary

<p><b>ORDER INFORMATION</b></p> <p>Order Code: A295819</p>	<p><b>IMPORTANT DATES</b></p> <p>Documents Received: To be confirmed                  Requested Back By: 23 May 2012                  Documents To Be Despatched: To be confirmed</p>
<p><b>TRAVELLER NAME AND SERVICES</b></p> <p>JOHN SMITH – China Same Day Service</p>	<p>To be Lodged at Embassy: To be confirmed                  Expected from Embassy: To be confirmed</p>
<p><b>DELIVERY METHOD</b></p> <p>Secure Mail by 9:00am  <a href="#">Update Despatch Information</a></p> <p><b>Notes</b> <a href="#">View Notes</a></p>	<p><b>DELIVERY ADDRESS</b></p> <p>WILTON RD                  LONDON,LONDON,UNITED KINGDOM SW1V1LW</p>



Should you need to reach the VisaCentral team at any time you can do so using the following contact details:

**By phone: 0844 381 4798**

**By email: [info@uk.visacentral.com](mailto:info@uk.visacentral.com)**

When discussing any new applications with the team please ensure that you have your account number to hand if requested, and for any ongoing applications please quote the VisaCentral file reference.

