



VISA APPLICATION FORM

PLEASE TYPE OR PRINT YOUR ANSWER IN THE SPACE PROVIDED BELOW EACH ITEM. USE BLACK OR BLUE INK ONLY

1. TITLE	2. SURNAME	3. GIVEN NAMES		
4. HOME ADDRESS				5. CITY/TOWN
6. COUNTY		7. POSTAL CODE		8. COUNTRY
9. DAYTIME TELEPHONE NO.	10. EVENING TELEPHONE NO.	11. FAX NUMBER	12. E-MAIL ADDRESS	
13. OCCUPATION		14. SPECIFIC FIELD OF STUDY/BUSINESS		
15. NATIONALITY	16. DATE OF BIRTH (DD/MM/YY)	17. CITY/TOWN OF BIRTH		18. COUNTRY OF BIRTH
19. PURPOSE OF VISIT (IF OTHER, PLEASE STATE PURPOSE) TOURIST <input type="checkbox"/> BUSINESS <input type="checkbox"/> TRANSIT <input type="checkbox"/> DIPLOMATIC <input type="checkbox"/> OFFICIAL <input type="checkbox"/> OTHER				
20. TYPE OF ENTRY SINGLE <input type="checkbox"/> DOUBLE <input type="checkbox"/> MULTIPLE <input type="checkbox"/> (TRANSIT ONLY) (EXCLUDES TRANSIT)		21. DOCUMENT TYPE PASSPORT <input type="checkbox"/> TRAVEL DOCUMENT <input type="checkbox"/>		
22. DOCUMENT NUMBER		23. DATE OF ISSUE		
24. COUNTRY OF ISSUE	25. CITY OF ISSUE	26. DATE OF EXPIRY		
27. LENGTH OF STAY (IN DAYS)	28. DATE OF ENTRY	29. DATE OF DEPARTURE		
30. WHERE DO YOU PLAN TO STAY? ADDRESS:				
31. CONTACT NAME:		32. TELEPHONE NO.:		
33. HAVE YOU BEEN TO ETHIOPIA BEFORE? YES <input type="checkbox"/> NO <input type="checkbox"/>		34. IF YES, HOW LONG DID YOU STAY? FROM: TO:		
35. IF YES, WHERE DID YOU STAY? ADDRESS:				
36. CONTACT NAME:		37. TELEPHONE NO.:		
38. WHAT WAS THE PURPOSE OF THE VISIT? TOURIST <input type="checkbox"/> BUSINESS <input type="checkbox"/> TRANSIT <input type="checkbox"/> DIPLOMATIC <input type="checkbox"/> OFFICIAL <input type="checkbox"/> OTHER <input type="checkbox"/>				
EMPLOYER OR SCHOOL INFORMATION				
39. EMPLOYER OR SCHOOL NAME		40. EMPLOYER OR SCHOOL TEL.		
41. EMPLOYER OR SCHOOL ADDRESS				
42. CHILDREN / DEPENDENTS ON THE SAME PASSPORT				
SURNAME	GIVEN NAMES	SEX	DATE OF BIRTH (DD/MM/YY)	PLACE OF BIRTH

DO NOT WRITE IN THIS SPACE FOR OFFICIAL USE ONLY

VISA NUMBER

ISSUE DATE

VALID UNTIL

GRATIS
YES ☐ NO ☐

FEE PAID

RECEIPT NO.

PHOTOGRAPH

Attach one photograph with your name written in CAPITALS on the back.

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AND TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

APPLICANTS SIGNATURE: _____ DATE: _____

If a travel agency or another person on your behalf has prepared this application, they should indicate the name and address of the agency or person with the appropriate signature of the individual preparing the form.

SIGNATURE OF PERSON PREPARING FORM: _____ DATE: _____



Kindly ensure all the fields of the visa applications form are completely filled before submitting.

Your passport will be returned to the address that you specify below. As delivery will require a signature, please specify your work address if you are not home during the day. **ALL APPLICANTS MUST FILL IN THIS FORM CLEARLY IN BLOCK CAPITALS.**

[illegible][illegible][illegible][illegible]

Visa Type		Processing Time	Fee	Quantity	Total
Tourist or Business Visa	Single Entry, 30 Days	2-3 working Days	£114.00		
	Single Entry, 30 Days	1 Week	£114.00		
	Multi Entry, 3 Months	2-3 working Days	£218.00		
	Multi Entry, 3 Months	1 Week	£290.00		
	Passport Protection Program		£5.00		
	Passport Photos (Set of 8 photos, can email us a clear photo and we process it)		£7.00		
Total					

Surname, First name	Passport number	Travel date	Date passport <u>must</u> be returned

☐ Royal Mail Special Delivery™ Next Day for £10.00 extra

☐ Royal Mail Special Deliver Next Day with Consequential Loss – Add £16.00 with Consequential Loss, lost, damaged or delayed packages are Insured up to £2,500 by Royal Mail

☐ Royal Mail Special Delivery Guaranteed™ Next Day with 9am Delivery £20.00 extra

☐ I provided my own Prepaid return envelope

☐ I will have somebody pick it up from your office. Please specify: _____

☐ I will organize my own courier to pick it up. Please specify if known: _____

☐ **BACS** – you will receive an email with our bank details to make the bank transfer.

☐ **Cash**, £ _____ enclosed.

☐ **Cheque/Postal order**, please make this payable to **VISA24**.



Mail documents to: Ethiopian Visa 24
36 Old Jewry
Becket House
London EC2R 8DD
Tel: 02037867288

C h e c k l i s t

- ☐ Passport valid 6 months beyond stay.
- ☐ One visa application form and a copy.
- ☐ One passport photo taken against a white background.
- ☐ Two copies of information page(s) of passport must be supplied.
- ☐ Two copies of UK residency stamp, (where applicable) must be supplied.

For Business visas only

For this visa, the inviting company must first contact the Immigration Department within Ethiopia with all the relevant paperwork, including the company's registration number and 2 copies of each passport. The application can only proceed once the Immigration Department has telexed the appropriate approval to the Ethiopian Embassy in London.

- ☐ Passport, valid for 6 months beyond the intended stay.
 - ☐ One visa application form and a copy.
 - ☐ One passport photo.
 - ☐ Letter of invitation.
 - ☐ Original and copy of a letter from UK employer confirming the purpose of the trip.
 - ☐ Two copies of passport information page(s).
 - ☐ Payment enclosed or paying via BACS? Please provide an email address if paying by BACS to receive your invoice.
 - ☐ Post by special delivery to Ethiopian Visa 24, 36 Old Jewry, Becket House, London EC2R 8DD
- If you require your visa urgently, use the 9am service.

Additional Information – If there is any additional information you think we may need, please use the space below: