

STEP 1 – Egypt Business Visa Pack

Checklist for Requirements

Please send the following to [GulfVisa's address](#):

- Passport.**
 - must be valid for **more than 6 months beyond exit date.**
 - must have **at least two blank visa pages.**
- Two passport sized photos.**
 - must be **recently** taken + have a **white** background.
- A fully completed and signed visa application form.**
 - available on **pages 2 and 3** for filling in online and printing to sign.
- An original business introduction letter from your UK company.**
 - see **page 4** of this pack for a useful template, showing what information must be included.
- A good quality, coloured copy of the letter of invitation from your host company in Egypt.**
 - see **page 5** of this pack for an example to know what info to include.

Once completed, please follow STEPS 2 and 3 on the GulfVisa website page [\(click here\)](#)

Address: GulfVisa Ltd, 17 Hanover Square, Mayfair, W1S 1HU, UK

تاريخ السفرات السابقة لمصر Date of previous visit(s)	الغرض من السفرات السابقة لمصر Purpose of previous visit(s)	عنوان الإقامة في مصر خلال السفرات السابقة Address in Egypt during previous visit(s)

PASSPORT REQUIREMENT

1. Passport and UK visa must be valid for at least six months prior to travel.

VISA DURATION

2. Single entry visas allow a maximum stay of 60 days. Multiple entry visas allow a maximum stay of 90 days. Visas are valid for six months from the date of issue.

APPLICATIONS SUBMITTED AT CONSULATE – REQUIREMENTS

(Please allow 2 working days for collection of your passport).

1. Passport
2. Completed Application form
3. Two recent passport size photographs (colour - against white background). Please print name on back of both photographs.
4. Fee – **cash only** (cheques/postal orders not accepted).

POSTAL APPLICATION REQUIREMENTS

(Please allow 5 working days for the return of your passport).

1. Passport
2. Completed Application form
3. Two recent passport size photographs (colour - against white background). Please print name on back of both photographs.
4. Fee – **Postal Order only**. Please refer to the **Fee Table** on our website and submit the correct Postal Order amount, in order not to delay the return of passport.
5. Pre-paid and self-addressed Registered or Recorded Delivery envelope (to enable secure return of your passport).
6. Please make a note of the tracking number on the Registered or Recorded Delivery envelope **going to and from** the Consulate.

Fees and regulations for nationals other than UK/European vary, please refer to the Consulate website or contact the Consulate for further advice.

PREVIOUS CONVICTIONS

Applicants with previous convictions should declare their convictions below or on a separate sheet.

I hereby confirm that the purpose of my visit to Egypt is already identified in the application form and the information given is correct and complete.

Signature:

التوقيع:

Date:

التاريخ

Your UK Company Letterhead

Egyptian Consulate,
No. 2 Lowndes Street
London, SW1X 9ET
United Kingdom.

<Date>

Dear Sir/Madam,

This letter is to confirm that <UK Company Name> will sponsor <Applicant Full Name from Passport> for a <Single/Multiple> entry Business visa for <Duration of Validity>

<Applicant Name> is working for our company as a <Job Title> and has been employed since <Date>

<Applicant Name> wishes to visit <Name of Company you plan to visit in Egypt> for business discussions on <Entry Date>. They will be leaving Egypt on <Exit Date>.

<UK Company Name> will bear all travel expenses and accepts financial responsibility for <Applicant Name>

Please find their relevant personal information below:

Nationality:

Passport number:

Passport issue date:

Passport expiry date:

Please do not hesitate to contact us if you need any more information.

Yours sincerely,

<Signature>

<Name of applicant's supervisor or the company's HR department or Manager of Department or Company Director>

<Signee Job title>

Egyptian Company Letterhead

(required to be on company letterhead paper)

Egyptian Consulate,
No. 2 Lowndes Street
London, SW1X 9ET
United Kingdom.

<Date>

Dear Sir/Madam,

This letter is to confirm that our company is inviting <Invitee's Full Name from Passport> from <UK Company Name> in the United Kingdom to visit us in Egypt for business purposes, involving <Purpose of Journey>.

We are requesting a <Single/Multiple> entry business visa valid for <Duration of Validity>. The desired date of entry for our invitee is <Entry Date> and date of exit is <Exit Date>.

Note: The letter of invitation should match the business introduction letter in terms of all personal information and details of visa

Please find their relevant personal information below:

Nationality:

Passport number:

Passport issue date:

Passport expiry date:

Please contact us if you need any further information.

Yours sincerely,

<Signature>

<Name and job title of signee>

