

## STEP 1 – Ethiopia Business Visa Pack

### Checklist for Requirements

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

- Passport.**
  - must be valid for **at least 6 months** beyond **exit date**.
  - at least **two blank consecutive visa pages** facing each other.
- One passport photo.**
  - must be **recently** taken + have a **white** background.
- A colour photocopy of the information page(s) from your passport.**
- A fully completed visa application form.**
  - please **print** off from **page 2**.
  - this must be completed in **BLOCK CAPITALS** in blue/black ink.
- A copy of your flight booking confirmation showing your outbound/inbound flights.**
  - the embassy recommends you **do not book tickets** until you have received **visa approval** – see requirement 7.
- An original business introduction letter from your UK company.**
  - see **page 3** for a template
  - if you are **self employed** this letter can be from a **solicitor, accountant, or company house**.
- A copy of the visa approval form from the Main Department of Immigration and Nationality Affairs Office (Addis Ababa, Ethiopia).**
  - to obtain this form, your Ethiopian host company must submit a formal letter to the Main Department of Immigration and Nationality Affairs Office, detailing relevant information such as the purpose of your visit, duration of stay and passport details.
  - see example of letter on **page 4**.
- Students: If you are a student, you require a letter from your university/college giving you permission to travel (or from an Ethiopian referee).**

**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

EMBASSY OF ETHIOPIA, LONDON  
CONSULAR OFFICE  
PASSPORT & VISA SERVICES



17 PRINCES GATE TEL: 020 7589 7212  
LONDON SW7 1PZ FAX: 020 7584 7054  
www.ethioembassy.org.uk  
E-MAIL: info@ethioemb.org.uk

## 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: \_\_\_\_\_

# Your UK Company Letterhead

Embassy of Ethiopia,  
17 Princes Gate, Knightsbridge,  
London SW7 1PZ

<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 Ethiopia> for business discussions on <date>.

<UK Company Name> will bear all travel expenses 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>

# Ethiopian Company Letterhead

(required to be on company letterhead paper)

<Address of Main Department of Immigration and Nationality Affairs Office in Addis Ababa>

<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 Ethiopia for business purposes, involving <Purpose of Journey>.

We are requesting a <Single/Multiple entry> 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: .....

We would be grateful if you could approve this request and transmit it to the Embassy of Ethiopia in the UK, so that our invitee can proceed with their visa application.

Please contact us if you need any further information.

Yours sincerely,

<Signature>

<Name and job title of signee>