

STEP 1 – Sudan Business Visa Pack

Checklist for Requirements

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

- Passport**
 - valid for at least 6 months beyond exit date
 - at least one blank visa page
 - should not have any exit/entry stamps from Israel
- One recent passport-sized photo.**
 - must have a white background
- A fully completed and signed application form** (refer to page 2)
- An original business introduction letter from your UK company**
 - see **page 3** for a template to know what should be included.
- An approved visa invitation letter from the host company in Sudan, approved by the Ministry of Foreign Affairs.**
 - The inviting company must ensure they send the letter of invitation to the Ministry of Foreign Affairs in Sudan. This must be approved by them and then transmitted by them to the Sudan embassy in the UK. The Sudanese embassy will confirm the receipt of this letter. Only once this has been confirmed can the visa application be submitted
 - see **page 4** for a template to know what should be included.
- A copy of the **flight itinerary** showing return flights.
- A copy of the **hotel confirmation** for the duration of the stay.

[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

The Republic of The Sudan
Ministry of Interior
Passport & Immigration General Directorate
Application for Entry Visa

Surname _____ Full Name _____

Mother's Name _____ Nationality _____ Religion _____

Place and Date of Birth _____

D	D	M	M	Y	Y	Y	Y
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Sex: Male Female Profession _____

Home Address _____ Telephone _____

_____ Fax _____

_____ E-mail _____

Type of Document: National Passport Travel Document Other

No _____ Place of Issue _____

Date of Issue

D	D	M	M	Y	Y	Y	Y
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 Date of Expiry

D	D	M	M	Y	Y	Y	Y
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Names of Persons Accompanying the Applicant (Under 16 Years)

Name	Relation	Date of Birth	Sex	
			Male	Female

Purpose of Visit

Work Official NGO Investment Visit
 Study Tourism Treatment Other

SponsorGovernment Company Educational Institute Other

Name _____

Address _____

Telephone _____

Signature _____ Date _____

Supporting Documents

Passport Copy Labour Office Approval Guarantee Certificate
 Educational Institute Approval Health Certificate Other

Official Use

Acceptance of Application <input type="checkbox"/>	Reason _____
Rejection <input type="checkbox"/>	_____
Name of Officer _____	Date _____
Signature _____	Stamp _____ Office _____

UK Company Letterhead

The Embassy of the Republic of Sudan,
3 Cleveland Row, St. James's,
London SW1A 1DD

<Date>

Dear Sir/Madam,

This letter is to confirm that <UK Company Name> will sponsor <Applicant Name> for a Single Business visa for <Duration>

<Applicant Name> is working on our company as a <Job Title> since <Date>

<Applicant Name> wishes to visit <Name of Company you plan to visit in Sudan> for business discussions on <date>.

<UK Company Name> will bear all travel expenses for <Applicant Name>

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>

Insert Sudan Company Letterhead

(required to be on company letterhead paper)

The Embassy of the Republic of Sudan,
3 Cleveland Row, St. James's,
London SW1A 1DD
<Date>

Dear Sir/Madam,

This letter is to confirm that our company is inviting <insert invitees full name as found on passport> from <name of company UK company> in the United Kingdom to visit us in Sudan for business purposes, involving <state purposes of journey>. We are requesting a <single/double/multiple entry> visa valid between <insert the dates the visa is required to be valid for>. 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 (required number of entries, duration of validity and entry and exit dates)

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 Sudan 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>

