



### **3 simple steps to get your visa**



#### **Fill the forms in**

Please gather all the required documents (accordingly to the attached visa checklist), and kindly fill the forms in. If you have any doubts please feel free to contact us.



#### **Deliver them to us**

Double check you have all the required documents (accordingly to the attached visa checklist). Put them into envelope and deliver to us. We will check your application and lodge it with embassy.

#### **All Postal deliveries:**

PO BOX 5690  
London  
W1A 5UY

#### **Courier or in person deliveries**

Office 325  
Linen Hall  
162-168 Regent Street  
London W1B 5TE



#### **Collect your visa**

When we collect and check your visa from the embassy, we will get in touch with you to confirm you were awarded visa. Then we will schedule despatch of your passports with visa back to you.

## **SIERRA LEONE BUSINESS STANDARD VISA FOR UNITED KINGDOM NATIONALS**

- Passport
  - It must have at least one blank page
  - It must be valid for six months beyond exit date
- Employers Letter
  - Be on Company letterhead paper
  - Be addressed to the Embassy
  - State the purpose of journey
  - Include the applicants full name
  - Include the passport number of the applicant
  - State the purpose of journey
  - Include the name of the organisation being visited
  - State how many entries and the length of visa needed
  - State the Company is financially responsible
  - It must be signed by the applicant's supervisor or the company's HR department
- Invite Letter from Sierra Leone
  - Be on company letterhead paper
  - Include the applicants full name
  - Mention the purpose of journey
  - It must match the number of entries and length of visa as mentioned on the UK company letter
  - It must be signed and bear the company stamp
- Supply a copy of the hotel confirmation
- Supply copy of the flight confirmation showing onward/return travel
- Original Yellow Fever Certificate covering Yellow Fever and Cholera
  - Also supply a photo copy.
- Photograph-supply one colour photo on an off white background of photo booth quality
- Visa application form
  - Complete one visa application form. You can find one in our downloadable pack
- Regent Visas Order form
  - You can find one in our downloadable pack. You can also complete one online.

# REGENT VISAS ORDER FORM



CONTACT NAME

TELEPHONE NUMBER

ADDRESS

Line 1	<input type="text"/>
Line 2	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
Postcode	<input type="text"/>

EMAIL ADDRESS

ONLY COMPANY

Company name

VAT NO.

Purchase order No.

<input type="text"/>
<input type="text"/>
<input type="text"/>

## APPLICANT DETAILS:

No.	Name and Surname	Nationality	Passport number
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>

## VISA DETAILS:

No.	Visa type	Visa service type	Date of travel	Documents required by
1.	<input type="text" value="Sierra Leone Business"/>	<input type="text" value="Standard"/>	<input type="text"/>	<input type="text"/>

### DISPATCH METHOD

In Person	<input type="radio"/>
Special Delivery	<input type="radio"/>
To Be Confirm	<input type="radio"/>
Pre-paid RMSD Enclosed	<input type="radio"/>
Pre 9am Special Delivery	<input type="radio"/>
Saturday Special Delivery	<input type="radio"/>
Saturday 9am Special Delivery	<input type="radio"/>
Courier	<input checked="" type="radio"/>

### PAYMENT METHOD

Cash (in person upon collection)	<input type="radio"/>
Cheque (Please enclose cheque to this form)	<input type="radio"/>
Paypal	<input type="radio"/>
BACS	<input type="radio"/>
Card	<input type="radio"/>

CARD NO.

SECURITY CODE:

CARD TYPE:

☐ VISA

☐ VISA DEBIT

☐ MAESTRO

☐ MASTER CARD

☐ AMERICAN EXPRESS

VALID FROM DATE:

EXPIRY DATE:

PRINT NAME

SIGNATURE

DATE