Please refer to the below table for additional requirements.

| **Inviting Company Category** | **Description** | **Required Documents** |
| --- | --- | --- |
| **Private** | Any legal private company registered and based in Ethiopia | * Application letter written by the inviting company to the Immigration And Citizenship Service of Ethiopia. * Business License(renewed for the fiscal year) of the inviting company. * Taxpayer Identification Number(TIN) certificate(renewed for the fiscal year) of the inviting company. |
| **Governmental(Ethiopian)** | Any governmental organization, ministry, department or educational institution of the Government of Ethiopia. | * Formal application letter written by the inviting company to the Immigration And Citizenship Service of Ethiopia. |
| **NGO** | Non-Governmental organizations(NGOs) which are REGISTERED in Ethiopia | * Formal application letter written by the inviting organization to the Immigration And Citizenship Service of Ethiopia. * Registration license of the inviting organization. |
| **International Organizations** | Any International or Inter-Governmental Organizations such as United Nations and Africa Union | * Formal application letter written by the inviting organization to the Ministry of Foreign Affairs of Ethiopia. * Note Verbal(support letter) from the Ministry of Foreign Affairs of Ethiopia. |

Note:

* **Invitation Letter** issued by the inviting company/organization to the participant should describe the conference briefly such as conference name, start date, end date and venue.
* **Note verbal**is a letter from the Ministry of Foreign Affairs of Ethiopia to the Immigration And Citizenship Service stating that an organization/company has officially requested for visa.