



## 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.

## **ETHIOPIA E-VISA TOURIST N/A VISA FOR UNITED KINGDOM NATIONALS**

- Copy of Passport
  - It must be valid for at least 6 months beyond the expiry date of the visa.
  - It needs to be uploaded and must be equal or less than 2MB in JPEG
- Visa form completed online
  - Regent Visas can complete the visa form on your behalf, there is however an extra fee. If you want us to do so then kindly complete the visa form included in our downloadable pack. Regent Visas can also pay for your visa too.
- Scan of Photograph.
  - It needs to be uploaded and must be equal or less than 2MB in JPEG
- Copy of Application Letter
  - This is an official application or request letter written by the inviting company/organization/institution addressed to the Main Department for Immigration and Nationality Affairs.
  - It needs to be uploaded and must be equal or less than 2MB in JPEG or PDF
- Copy of Invitation Letter:
  - Invitation letter issued by the inviting company to the applicant.
  - It needs to be uploaded and must be equal or less than 2MB in JPEG or PDF
- Copy of Registration License from the inviting company
  - It needs to be uploaded and must be equal or less than 2MB in JPEG or PDF
- Regent Visas Order Form:
  - You will find this in our document pack.
- Important points:
  - The visa starts on arrival in Ethiopia.
  - When the Visa is approved an approval letter will be emailed to you.
  - On the Ethiopian E-visa website Business visas must be built under the Conference category.

# 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.

## 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="Ethiopia E-Visa Tourist"/> | <input type="text" value="n/a"/> | <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