

GLOBAL VISA LAB

YOUR TRUSTED PARTNER FOR INTERNATIONAL VISA SERVICES

ETHIOPIA BUSINESS EVISA APPLICATION PACKAGE

Thank you for choosing Global Visa Lab.
To ensure the efficient and prompt processing of your visa application,
please complete the following sections and submit all the required documents.

1. Checklist
2. Visa Order Form
3. eVisa Questionnaire



PROCESSING NOTE

We will begin processing your application once we have received all the required documents. To avoid delays, please complete the checklist and ensure that all documents are clear and legible before submitting them by email.



WHERE TO SEND YOUR APPLICATION

Please submit all required documents to info@globalvisalab.ch.
We will process your application and send the approved eVisa to you by secure email.
Please ensure you print the approved eVisa and present it to the immigration officer upon arrival at your port of entry.



SUPPORT

Should you have any queries or require assistance with your application, please do not hesitate to contact us. One of our team members will be happy to assist you.



Please tick to confirm you have provided the following: ✓



EVISA QUESTIONNAIRE

- Please find the eVisa questionnaire below in this application package



COPY OF PASSPORT

- Please provide a clear color scan of the bio/photo page of your passport
- Valid for 6 months from the intended date of entry to Ethiopia
- Should contain at least 2 empty visa pages
- The passport must contain the signature of the passport holder



1X DIGITAL PHOTOGRAPH

- A digital passport-type photograph (color JPEG, JPG, PNG scan / size 2" x 2")
- The photo must have a white background and must have been taken within the past six months
- The photo must be clear with no shadows or pixelization



BUSINESS LETTER

- Introduction letter by the company in Switzerland addressed to "**Ethiopia - Permanent Mission (UN) Permanent Missions, Rue de Moillebeau 56, 1209 Genève, Switzerland**" on company letterhead, dated and signed.

The letter must contain the following:

- Applicant details (passport number, issue date and expiry date)
- Designation of the applicant in the company
- Purpose of visit and duration of stay in Ethiopia
- Name and address of the visiting company in Ethiopia
- Confirmation to cover all travel expenses including travel health insurance





INVITATION LETTER

- A scan of the business invitation letter from the inviting company in Ethiopia addressed to “**Main Department For Immigration & Nationality Affairs - Foreigner’s and Consular Services Department, Arada Subcity Kebele 05, Addis Ababa, Ethiopia**” on company letterhead, dated and signed.

The letter must contain the following:

- Applicant details (name, passport number, issue date and expiry date)
- Purpose of visit
- Duration of stay in Ethiopia



PROOF OF COMPANY REGISTRATION

- A copy of the Business License of the inviting company
- A copy of the TIN Certificate of the inviting company



PRE-APPROVAL NOTICE

- To obtain this, 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



TRAVEL ITINERAY

- Itineraries or flight reservations indicating your intended entry and exit dates from Ethiopia
- Confirmation of hotel reservations for your stay in Ethiopia. This may include booking vouchers or confirmation emails from the hotels you plan to stay at during your visit
- Show the traveler's full name (as written in the passport)



GLOBAL VISA LAB ORDER FORM

- Please complete the Global Visa Lab Order Form included in this application package



Applicant Details

(As shown in passport)

Given name (s): Surname:

Contact Details

Whom should we contact regarding the order?

Given name (s): Surname:

Phone Number: Email:

Return Date

The date by which your passport or eVisa must be in your possession:

Visa Service

Country:	Entry Date:	Exit Date:	Visa Type (Tourist, Business, Other):	No. of Entries (Single, Double, Multiple):
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Invoice Address

Name:

Company:

Address:

Zip / City:

PO Number/Cost Center etc.:

Delivery Address (If different from invoice address)

Name:

Company:

Address:

Zip / City:

PO Number/Cost Center etc.:

Delivery Method

- Registered Mail Switzerland (A-Post): 8.50 CHF
 Courier Switzerland Standard: 19.50 CHF
 Same Day Courier: Price on request
 Registered Mail Express Switzerland: 20.00 CHF
 Courier Switzerland Express: 24.00 CHF
 Email (only for eVisa)

Payment Method

Credit Card Name on Card: Card No.: Expiry date (mm/yyyy):

Invoice

TWINT

Place | Date:

Signature:

EVISA TYPE REQUESTED:

- Business, Single Entry, 30 Day Stay
 Business, Single Entry, 90 Day Stay

TRAVEL INFORMATION:

Date of Entry: / /
Day Month Year

Date of Departure: / /
Day Month Year

From which City will you depart on your international flight?

Entry Port to Ethiopia: Bole International Airport, Addis Ababa
(Please Note: Ethiopia eVisas are valid for entry at Bole International Airport only.)

Type of Accomodations: Hotel
 Guest House
 Resort
 Private Home (family or friend)
 Other:

List the details of your accomodations:

Name of Host (not required for hotel/resort):

Hotel/Resort/Guest House Name:

Address:

Telephone (required):

PERSONAL INFORMATION:

First Name:

Middle Name:

Last Name:

Gender: Male Female

Date of Birth: / /
Day Month Year

Place of Birth (City):

Country of Birth:

Email:

Primary Telephone:

Your Occupation:

Home Address:

City: State: Zip Code:

Your Citizenship:

Passport Number:

Issuing Authority:

Date of Issue: / /
Day Month Year

Date of Expiry: / /
Day Month Year

Note info:

- Size of the image/document should be less than 2MB.
- Photo and Passport Copy should be only in Image file type of JPEG, JPG, PNG format.
- Allowed Images/documents file type extensions are JPEG, JPG, PNG and PDF format only.
- The image/document should be clear and readable.
- An image/document with blurred or unclean background is not acceptable.
- Please use the below Screenshot for Photograph Tips.

<p>2"x 2"</p>  	<p>Recent (taken within the last six months)</p>  	<p>In color (not over or under exposed)</p>  
<p>Taken with a white background</p>  	<p>No selfies</p>  	<p>No filters or retouching tools - you don't need them!</p>  