

Visa Information Pack



From: India

To: Ethiopia

Visa Type: India Ethiopia Business Single Entry One Month

Thank you for your order

The following documents are required to apply for this specific visa type.

Application Form

One fully completed and signed application form. This form must:

Be completed in block capitals only

Be signed in blue/black ink only

Passport

The applicant's actual passport. The passport must:

Have at least one blank visa page

Be valid for six months beyond exit date

Photos

One passport sized colour photograph. The photograph must:

Have a white background

Be taken within the last six months

Proof of Residence

Evidence of UK residency. This must be shown as:

Valid UK Visa in actual Passport

or

An original valid UK residency card plus a colour copy of both sides

Business Letter

An original letter of introduction from the applicant's UK employer. This letter must:

Be addressed to the Embassy

Be on company letterhead paper

Include the name of the applicant

Specify the purpose of journey

Include the name of the organisation(s) to be visited

Specify the requested number of entries and the length of visa required

Include an acceptance of financial responsibility for the applicant

Be signed by the applicant's supervisor or the company's HR department

Letter of Invitation

A letter of invitation from the company the applicant is visiting. A copy is acceptable. This letter must:

Be on company letterhead paper

Include the name of the applicant

State the purpose of journey

Specify the requested number of entries and the length of visa required

Photocopy of Application Materials

A photocopy of the following document(s) submitted to Visas2. These must:

Include two copies of the passport information page(s)

Include the applicant's UK residency visa where applicable

Include the business introduction letter

Include the letter of invitation

Include the visa application form

A £10.00+VAT fee will apply if you prefer to have us make photocopies.

Visa Information:

visa is valid for one month.

Pricing is available on our website at:

<https://www.visas2.com/pricing-structure>

APPLICATION PROCESS

Step 1: Complete the forms and gather all required documents

- Please complete all forms, check to ensure every required item is included and deliver your application to Visas2 for review and submission.

Step 2: Visas2 will process the application

- Once Visas2 have received all required documentation material, complete and signed as necessary the application will be submitted at the first available date according to the consulate's availability.

Step 3: Process update and completion

- Once the visa application is approved/issued, we will advise immediately. Then proceed in collecting the passport/visa from the relevant embassy/consulate and dispatch in line with

the agreed return method communicating all tracking information. Applications are usually dispatched within 24 hours of release.

Disclaimer:

Please note that we are not an Embassy and are not affiliated with any government. In almost all cases embassies charge a fee for visas. If we handle your application, we also charge a fee in return for advising on the requirements, helping to prepare your application, and sending a courier to queue up on your behalf to obtain and/or collect the visa. The forms and services we provide are available from the government or official source for free or lower cost. If you wish to apply directly to the relevant embassy.

ORDER FORM

CONTACT INFORMATION

Title :	Sent By /Billing Address: (name of company or individual)
Surname :	
First Name (s) :	
Daytime Tel:	
Email:	
Contact Name:	
PASSPORT NO:	Post Code:
NATIONALITY:	Delivery Address: (if different to sent by address)
	Post Code:

VISA INFORMATION

Visa/Country	Purpose/Duration	Entry	Date Required by	Travel Date
E.g. India	Tourist 6 Months	Multiple	17/04/07	25/04/07

Please tick all relevant boxes in sections below

DOCUMENTS ENCLOSED				PASSPORT RENEWAL			
Passport	<input type="checkbox"/>	Itinerary	<input type="checkbox"/>	New/First Passport	<input type="checkbox"/>	Damaged	<input type="checkbox"/>
Form(s)	<input type="checkbox"/>	Invitation	<input type="checkbox"/>	Renewal	<input type="checkbox"/>	Passport Extensions	<input type="checkbox"/>
Photo(s)	<input type="checkbox"/>	Airline ticket	<input type="checkbox"/>	Replacement	<input type="checkbox"/>	Amendments	<input type="checkbox"/>
UK Company letter	<input type="checkbox"/>	Proof of Funds	<input type="checkbox"/>	Lost/Misplaced/Stolen	<input type="checkbox"/>	ADULT (or)	<input type="checkbox"/>
Other:	<input type="checkbox"/>			Second Passport	<input type="checkbox"/>	CHILD	<input type="checkbox"/>

DELIVERY INFORMATION

Alternative Delivery Method: (*if other then Royal Mail Special Delivery)

PAYMENT INFORMATION

Card Type: Visa MasterCard Switch//Solo Visa Delta Maestro JCB (please tick)

Card No:

Expiry Date: **Security Code:** **Issue No:** (Switch/Solo)

Cheque (tick box) *Please note: passports will only be returned once your cheques has cleared.

I hereby authorise Universal Visa Services Ltd. to charge a variable amount to my credit/debit card to cover the cost of my/ our visa and/or passport applications, including consular /passport office charges, handling fees & ancillary charges as detailed on the Universal Visa website and accept the Terms & Conditions.

Cardholder's Name: **Signature:** **Date:**

Disclaimer: As a commissioned agent Universal Visa Services cannot be held responsible for and losses real or notional, incurred by the actions of any embassy, passport agency or registry. Also the company cannot be held liable for any delays or losses incurred by any courier company or the Royal Mail.