

# Visa Information Pack



**From: India**

**To: Ethiopia**

**Visa Type: India Ethiopia Business Multiple Entry Three Months**

## **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

### **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

### **Photos**

One passport sized colour photograph. The photograph must:  
Have a white background  
Be taken within the last six months

### **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 three months

### **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.

EMBASSY OF ETHIOPIA, LONDON  
CONSULAR OFFICE  
PASSPORT & VISA SERVICES



17 PRINCES GATE TEL: 020 7589 7212  
LONDON SW7 1PZ FAX: 020 7584 7054  
www.ethioembassy.org.uk  
E-MAIL: info@ethioemb.org.uk

## VISA APPLICATION FORM

PLEASE TYPE OR PRINT YOUR ANSWER IN THE SPACE PROVIDED BELOW EACH ITEM. USE BLACK OR BLUE INK ONLY

1. TITLE	2. SURNAME	3. GIVEN NAMES		
4. HOME ADDRESS				5. CITY/TOWN
6. COUNTY		7. POSTAL CODE		8. COUNTRY
9. DAYTIME TELEPHONE NO.	10. EVENING TELEPHONE NO.	11. FAX NUMBER	12. E-MAIL ADDRESS	
13. OCCUPATION		14. SPECIFIC FIELD OF STUDY/BUSINESS		
15. NATIONALITY	16. DATE OF BIRTH (DD/MM/YY)	17. CITY/TOWN OF BIRTH	18. COUNTRY OF BIRTH	
19. PURPOSE OF VISIT (IF OTHER, PLEASE STATE PURPOSE) TOURIST <input type="checkbox"/> BUSINESS <input type="checkbox"/> TRANSIT <input type="checkbox"/> DIPLOMATIC <input type="checkbox"/> OFFICIAL <input type="checkbox"/> OTHER .....				
20. TYPE OF ENTRY SINGLE <input type="checkbox"/> DOUBLE <input type="checkbox"/> MULTIPLE <input type="checkbox"/> (TRANSIT ONLY) (EXCLUDES TRANSIT)		21. DOCUMENT TYPE PASSPORT <input type="checkbox"/> TRAVEL DOCUMENT <input type="checkbox"/>		
22. DOCUMENT NUMBER		23. DATE OF ISSUE		
24. COUNTRY OF ISSUE	25. CITY OF ISSUE	26. DATE OF EXPIRY		
27. LENGTH OF STAY (IN DAYS)	28. DATE OF ENTRY	29. DATE OF DEPARTURE		
30. WHERE DO YOU PLAN TO STAY? ADDRESS:				
31. CONTACT NAME:		32. TELEPHONE NO.:		
33. HAVE YOU BEEN TO ETHIOPIA BEFORE? YES <input type="checkbox"/> NO <input type="checkbox"/>		34. IF YES, HOW LONG DID YOU STAY? FROM: TO:		
35. IF YES, WHERE DID YOU STAY? ADDRESS:				
36. CONTACT NAME:		37. TELEPHONE NO.:		
38. WHAT WAS THE PURPOSE OF THE VISIT? TOURIST <input type="checkbox"/> BUSINESS <input type="checkbox"/> TRANSIT <input type="checkbox"/> DIPLOMATIC <input type="checkbox"/> OFFICIAL <input type="checkbox"/> OTHER <input type="checkbox"/>				
EMPLOYER OR SCHOOL INFORMATION				
39. EMPLOYER OR SCHOOL NAME		40. EMPLOYER OR SCHOOL TEL.		
41. EMPLOYER OR SCHOOL ADDRESS				
42. CHILDREN / DEPENDENTS ON THE SAME PASSPORT				
SURNAME	GIVEN NAMES	SEX	DATE OF BIRTH (DD/MM/YY)	PLACE OF BIRTH

**DO NOT WRITE IN THIS SPACE FOR OFFICIAL USE ONLY**

VISA NUMBER

ISSUE DATE

VALID UNTIL

GRATIS  
YES  NO

FEE PAID

RECEIPT NO.

**PHOTOGRAPH**

*Attach one photograph with your name written in CAPITALS on the back.*

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AND TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

APPLICANTS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

If a travel agency or another person on your behalf has prepared this application, they should indicate the name and address of the agency or person with the appropriate signature of the individual preparing the form.

SIGNATURE OF PERSON PREPARING FORM: \_\_\_\_\_ DATE: \_\_\_\_\_