

## E-visa application procedure

**Please prepare the following documents before your start.**

- The scanned invitation letter
- The scanned note verbale
- A scan of a passport photo
- A scan of your passport
- A credit or debit card

A few notes about the documents you need

- If the country of the travel document registered on the e-visa is different from the passport carried, you will be denied entry.
- By travel document, we mean passports and ID cards(for the citizens of specific countries).
- Passport-size photo should be a clear picture of you showing your entire face including your eyes.
- Passport should be a scanned or camera-captured image of your valid passport showing your photo and bio-data.
- Documents can be of file type JPEG, JPG, PNG, BMP, GIF or PDF with size less than or equal to 2MB. Photo and Passport copy can't be in PDF format.

Instructions for the application

1 Follow this link <https://www.evisa.gov.et/#/home>

2 Select Visa type – Business visa – International Organisations/ Embassies work visa

# WELCOME TO ETHIOPIAN EVISA

## THINGS YOU SHOULD KNOW ABOUT ETHIOPIAN EVISA

Please refer the following requirements for Ethiopian eVISA.

- 1. e-Visa application fees are not refundable
- 2. Your passport must be valid for at least 6 months from the date you intend to enter Ethiopia.
- 3. A passport size photo and scanned copy of passport is required.
- 4. Currently, we allow travelers with e-Visa to enter Ethiopia via Addis Ababa Bole International Airport. Entry via other ports of entry is not allowed.
- 5. The validity of Ethiopian e-Visa starts from the date you intend to enter Ethiopia not from date of issue.
- 6. Please carefully read and comply to the important notices and guidelines stated in each step of the application form.

## VISA TYPES

<b>Tourist Visa</b>
Toursit Visa
<b>Business Visa</b>
Conference Visa
Investment Visa
Foreign Business Firm Employment Visa
Ethiopian Government Employment Visa
Journalist Visa
Ethiopian Private Business Firm Work Visa
International Organizations/Embassies Work Visa
Government Institutions Short Task Visa
NGO Work Visa



### 3 Click apply for International Organisation work visa now



Main Department for  
Immigration and Nationality Affairs,  
Federal Democratic Republic of Ethiopia

e-VISA

ALREADY REGISTERED? LOGIN

HOME APPLY STATUS FAQ CONTACT BOOK ETHIOPIAN AIRLINES

#### International Organizations/Embassies Work Visa

International organizations/embassies work visa is issued to foreign nationals with ordinary passports who are invited by international organizations or embassies resident in Ethiopian for different work purposes.

##### Requirements

1. Copy of written application letter by the organization/embassies to the Ministry of Foreign Affairs of Ethiopia.
2. Note verbale from Ministry of Foreign Affairs of Ethiopia.
3. Copy of the passport of the applicant which has 6 month validity.

##### Processing Time

Under normal circumstances, the processing time for international organizations/embassies work visa is 3 days. So, travelers should submit their application at least 3 days before their estimated date of arrival

##### Duration and Validity

The validity of the international organizations/embassies work visa starts counting from the date intended to enter Ethiopia

##### Fees

- For Single Entry Visa for one month, the fee is USD 52.

Applicants must complete the payment online.

[Apply for International Organizations/Embassies Work Visa now](#)

### 4 Enter your citizenship. Then the following information

**Company name** – British Council

**Address** – Comoros Street

**Phone Number** - +251116174300

Email - [Hanna.Aberra@britishcouncil.or.ke](mailto:Hanna.Aberra@britishcouncil.or.ke)

Then confirm you are not a robot! And click next

## e-Visa Application Form

1 Start Application

2 Arrival Information

3 Personal Information

4 Supporting Documents

5 Review Entry

### START APPLICATION

<b>Visa Type*</b>	<input type="text" value="Business"/>
<b>Business Visa Type*</b>	<input type="text" value="International Organizations/Embassies Work Visa"/>
<b>Citizenship*</b>	<input type="text" value="Please select"/>

### INVITING COMPANY INFORMATION

<b>Company Name*</b>	<input type="text" value="British Council"/>
<b>Address*</b>	<input type="text" value="Comoros Street"/>
<b>Phone Number*</b>	<input type="text" value="+251 116174300"/>
<b>Email*</b>	<input type="text" value="Eden.Fiseha@et.britishcouncil.org"/>
<b>Captcha*</b>	<input type="checkbox"/> I'm not a robot

[Continue](#)

#### International Organizations/Embassies Work Visa - RI

This visa is issued to foreign nationals with ordinary passports who are invited by international organizations or Embassies resident in Ethiopia for different work purposes.

Before you apply for International Organizations/Embassies Work Visa, please carefully understand the requirements [here](#).

**5 Enter your arrival date and number of days you will be staying as per your plane ticket**

**Select 'single entry ...' there is only one option.**

**Enter departure country and last departure city if you are transiting.**

Address in Ethiopia

**Accommodation type –**

**Street Name –**

**City - Addis Ababa**

**Tel**

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## ARRIVAL INFORMATION

**Arrival Date\***

**Visa Validity\***

**Duration of Stay\***

**Departing From\***

## ADDRESS IN ETHIOPIA

**Accommodation Type\***

**Name\***

**Street Address\***

**City\***

**Phone Number\***

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### Information

Please select the date you intend to enter to Ethiopia.

The validity period of your e-Visa will begin as of the selected arrival date not as of visa issue date..

If you stay in Ethiopia beyond the validity period of your visa without having approved extension, you may be required to pay fines, deported, or banned from future travel to Ethiopia for a period of time.

**Fee for the selected visa validity:**  
Visa fee USD 50  
Application processing fee USD 2  
**Total USD 52**

**6 Enter all your personal information (email address is very important)**

## e-Visa Application Form

1  
Start Application

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Arrival Information

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Review Entry

### PERSONAL INFORMATION

Given/First Name(s)*	<input type="text" value="Given/First Name(s)"/>
Surname*	<input type="text" value="Surname"/>
Nationality*	<input type="text" value=""/>
Gender*	<input checked="" type="radio"/> Male <input type="radio"/> Female
Date of Birth *	<input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/>
Country of Birth*	<input type="text" value=""/> <input type="text" value=""/>
Email*	<input type="text" value="Email Address"/>
Confirm Email*	<input type="text" value="Confirm email address"/>
Country Telephone Code*	<input type="text" value="Please Select"/>
Phone Number*	<input type="text" value="Phone number"/>
Occupation*	<input type="text" value="Please Select"/>

**Information**

Please note that the information that you provide must match the information on your passport. Otherwise, your e-Visa will be invalid.

### PERMANENT ADDRESS

Street Address*	<input type="text" value="Street address"/>
City*	<input type="text" value="City"/>
Country*	<input type="text" value="Please select"/>

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**7 Enter your passport information (make sure it is the passport you will travel with)  
Upload all your documents**

## e-Visa Application Form

✓  
 Start Application

✓  
 Arrival Information

✓  
 Personal Information

4  
**Supporting Documents**

5  
 Review Entry

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### PASSPORT DETAILS

<b>Passport Type*</b>	<input type="text" value="Please select"/>
<b>Passport Number*</b>	<input type="text" value="Passport Number"/>
<b>Issue Date*</b>	<input type="text" value="dd MMM yyyy"/>
<b>Expiry Date*</b>	<input type="text" value="dd MMM yyyy"/>
<b>Issuing Authority*</b>	<input type="text" value="Issuing authority"/>
<b>Issuing Country*</b>	<input type="text" value="United Kingdom"/>

**Information**

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### PASSPORT-SIZE PHOTO\*

Choose file No file chosen

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### PASSPORT\*

Choose file No file chosen

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### APPLICATION LETTER\*

(Official application letter written by the inviting organization addressed to the Ministry of Foreign Affairs of Ethiopia)

Choose file No file chosen

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### NOTE VERBALE\*

(Note Verbale(Support Letter) from Ministry of Foreign Affairs of Ethiopia)

Choose file No file chosen

**8 Review and pay. You will be asked for card information and to pay 52USD.**

### What happens next?

You should instantly receive a notification that your visa is being processed. Then in 1 or 2 days you will get notification of whether the visa has been approved or not. If all is well, you can print off the visa. Bring it with you when you travel to Addis.