

Embassy of the Federal Democratic Republic of Ethiopia - Berlin

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Consular Section
Booth-Str. 20a
12207 Berlin
Tel. +493077206-0+16
Fax: +49 30 7720624
E-Mail: consulberlin.eth@t-online.de

**VISA APPLICATION FORM
VISUMANTRAG**

PHOTOGRAPH
Please attach one
Photograph with your
name written in
CAPITAL LETTERS
On the Back

**PLEASE TYPE OR PRINT YOUR ANSWER IN THE SPACE PROVIDED BELOW EACH ITEM!
Bitte mit Schreibmaschine/ Computer oder Druckbuchstaben in die dafür vorgesehenen Felder eintragen!**

NAME OF APPLICANT (Namen, Vornamen der/des Antragstellenden)

1. TITLE (Titel) 2. LAST NAME (Name) 3. FIRST NAME (Vorname) 4. MIDDLE NAME (Weitere Namen)

HOME/MAILING ADDRESS (Heimat/Postadresse)

5. STREET NAME & NO (Strasse und Hausnummer) 6. ZIP/POSTAL CODE (PLZ) 7. CITY/TOWN (Ort) 8. STATE (Region) 9. Country (Land)

10. TELEPHONE (Telefon) 11. MOBILE (Handy-Nr.) 12. FAX (Telefax) 13. EMAIL ADDRESS (Mailadresse)

14. DATE OF BIRTH (Geburtsdatum) 15. PLACE OF BIRTH (Geburtsort) 16. COUNTRY OF BIRTH (Geburtsland) 17. NATIONALITY (Staatsangehörigkeit)

GENERAL VISA INFORMATION (Allgemeine Visainformationen)

18. PURPOSE OF VISIT (Grund der Reise)
 TOURIST BUSINESS TRANSIT DIPLOMATIC OFFICIAL OTHER

19. TYPE OF ENTRY (Art des Visums) 20. DOCUMENT TYPE (Art des Reisedokuments) 21. DATE OF ISSUE (Ausstellungsdatum)
 SINGLE DOUBLE MULTIPLE

22. DOCUMENT NUMBER (Paßnummer) 23. COUNTRY OF ISSUE (Ausstellungsland) 24. DATE OF EXPIRY (Gültigkeitsdatum)

25. LENGTH OF STAY IN DAYS (Dauer des Aufenthalts) 26. WHERE DO YOU PLAN TO STAY? (Wo planen Sie Ihren Aufenthalts)
FROM: ----- TO: -----
27. HAVE YOU EVER BEEN TO ETHIOPIA BEFORE? 28. IF YES, HOW LONG DID YOU STAY? (Wenn ja, Zeitraum angeben!)
(Waren Sie vorher in Äthiopien) YES NO FROM: ----- TO: -----
29. WHAT WAS THE PURPOSE OF THE VISIT? (Was war der seinerzeitige Grund der Reise?)
 TOURIST BUSINESS TRANSIT DIPLOMATIC OFFICIAL OTHER

EMPLOYER OR SCHOOL INFORMATION (Informationen zur Schule oder Arbeitsstelle)

30. EMPLOYER OR SCHOOL NAME (Arbeitgeber oder Name der Schule) 31. EMPLOYER OR SCHOOL TEL: (Telefonnummer des Arbeitgebers oder Schule)

32. EMPLOYER OR SCHOOL ADDRESS (vollständige Adresse des Arbeitgebers oder der Schule)

33. CHILDREN/DEPENDENTS ON THE SAME PASSPORT (Mitreisende Kinder, die im gleichen Reisepaß eingetragen sind)

LAST NAME (Name) FIRST NAME (Vorname) SEX (Geschlecht) DATE OF BIRTH (Geburtsdatum) PLACE OF BIRTH (Geburtsort)

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AND TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. (Hiermit bestätige ich die Richtigkeit und Wahrheit der vorstehenden Angaben nach bestem Wissen und Gewissen).

APPLICANT'S SIGNATURE (Unterschrift des Antragstellers)

DATE (Datum)



Embassy of the Federal Democratic Republic of Ethiopia to Germany - Berlin

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GUIDELINES FOR VISA APPLICATION BY FOREIGN NATIONALS

APPLICANTS: Applicants should be of German, Polish and Czech nationality or be officially resident in any of those three countries.

HOW TO APPLY: Applications can be made in person at the visa section, by post or on arrival at Addis Ababa Bole International Airport.

- A. **In Person:** Application forms are available from the Berlin Ethiopian Embassy Consular Section and may be completed or dropped off in person.
- B. **By Post:** Application forms are available on our Website, or the Embassy can post a copy to you, provided you send a pre-stamped and self-addressed envelope to the Consular Section.
- C. **On arrival at Addis Ababa Airport:** Some tourist visas can also be issued at Addis Ababa Airport, for which a different form is provided. Tourist visas can only be issued on arrival to:
 - Foreign nationals who are coming from and are permanent residents of 32 internationally recognised tourist-generating countries (including Germany, Poland and Czech Republic).

If applying for a tourist visa on arrival, visitors will need to bring with them two recent passport-sized photographs and no less than US \$ 50 before their application can be processed. Visitors should be aware that the processing of visas on arrival can take up to two hours.

LENGTH OF VISA

For **tourist** and **business** purposes the following are available:

- Single entry visas valid for up to 90 days stay
- Multiple entry visas valid for 3 months
- Multiple entry visas valid for 6 months

Applicants for visa are requested to clearly indicate the number of entries desired. However, the final decision lies entirely with the Embassy.

When choosing the length of the visa you require, please be aware that the visa is valid from the date of issue and not the date of entry to Ethiopia. It is no longer possible to post-date visas, so please give careful consideration as to which length of visa will be suitable for your stay.

If an applicant desires to stay longer than the given period, he or she is advised to extend the duration of his or her stay at the Ethiopian Main Department for Immigration Office in Addis Ababa.

REQUIREMENTS FOR VISA APPLICANTS

The following documents have to be submitted for each visa application.

- a. **A valid passport** with expiry date of at least six (6) months from the date of application for visa.

- b. **Application form** duly completed and signed by the applicant.
- c. **Two recent, passport-sized colour photographs.** Please write your name on the back of the photographs in BLOCK LETTERS. The photograph should be full face without sunglasses, a hat or other head covering unless for ethnic or religious reasons.
- d. **The visa fee:** according to visa regulations.
- e. **A copy of your return ticket** if you are travelling on a transit visit.
- f. **Residence permit** for non-German, -Polish and -Czech passport holders.

BUSINESS VISAS: Should be submitted with a letter on headed paper (in English) from your sponsoring organisation or company, guaranteeing your stay in Ethiopia and stating the reasons for your visit. If you are self-employed, this letter can be from a solicitor, accountant or company house.

Business visa applicants who are not normally residents of the German, Poland and Czech Republic should apply to the Embassy accredited to their country or that which is closest to their place of legal residence. However, business visa applicants who choose to apply at the Ethiopian Embassy in Berlin **must** provide a letter stating why they are applying and should be aware that their application and documentation may be passed on for verification purposes, to the Ethiopian Embassy accredited to the country of their origin or whichever Embassy is closest to their country of origin.

TRANSIT VISAS: Both single and double transit visas are valid for 3 months, commencing from the date of issue. In order to get a transit visa, a visa from the destination country should be first secured.

Duration of stay in Ethiopia as regards to the two categories is 48 hours. However, Ethiopian Immigration officials in your point of entry have overall jurisdiction.

STUDENT VISAS: Should be accompanied by a letter (in English) from your school or college administrator or your professor, stating the reasons for your visit and your financial means whilst in Ethiopia. You should also provide a **letter of acceptance** from the institution to which you will be attached during your practical training in Ethiopia as your reference.

JOURNALISTS AND PROFESSIONAL PHOTOGRAPHERS

Should contact the Ethiopian Embassy consular section in advance of travel. If you are taking equipment with you, such as cameras, sound equipment etc., please attach a list detailing their description, serial numbers and value.

- ⇒ If you intend to film, you will require a permit.
- ⇒ Please also be aware that, processing your visa application may take longer than the two to three working days suggested for tourists and business people.

VACCINATIONS

A certificate of vaccination for yellow fever is no longer mandatory. However, immunization against this deadly disease is recommended for all visitors entering Ethiopia after having travelled in countries where yellow fever is a health risk.

VISIT BY ROAD FROM A FOREIGN COUNTRY

It is possible to enter or to exit out of Ethiopia by border crossing points such as Moyale (Kenya), Metema (Sudan) and Galafina – Dewelle (Djibouti).

Applicants should travel with the following documents (an international driver's license, custom's entry permit for the vehicle, a bank guarantee or an international insurance covering the repatriation of applicant, should the need arise)

Visum - Auftrag

Touristen-Visum () Geschäfts-Visum () Gruppen-Visum ()
 einmalige Einreise () zweimalige Einreise () mehrmalige Einreise ()

Ich/Wir beauftrage(n) Sie mit der Beschaffung von Visa

STANDARD-VISUM () EXPRESS-VISUM () SAMEDAY-VISUM ()

Eine Express- oder Sameday-Bearbeitung ist nicht bei allen Ländern möglich

Name des Reisenden: _____ Reiseland: _____

Reisezeitraum von: _____ bis: _____ Rückgabe der Pässe bis: _____

Folgende Unterlagen wurden beigefügt:

Antrag/Anträge Reisepass/Reisepässe Foto(s)
 Einladung Firmenschreiben Buchungsbestätigung
 Krankenversicherung Sonstiges

Rückversand:

DER KURIER (Next Day - Montag bis Freitag) bis 12.00 Uhr () bis 10.00 Uhr () bis 09.00 Uhr ()
 DER KURIER (Samstagszustellung) bis 12.00 Uhr () bis 10.00 Uhr () bis 09.00 Uhr ()
 Next Day (Montag bis Freitag) 09.00 Uhr bis 17.00 Uhr ()
 Selbstabholung ()

Auftraggeber (= Rechnungsempfänger)

Kundennummer: _____ Name: _____ Firma: _____ Strasse: _____ PLZ / Ort: _____ Tel.Nr: _____ e-mail: _____	<u>Abweichende Rücksendeadresse:</u> Name: _____ Firma: _____ Strasse: _____ PLZ/Ort: _____
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Ort _____ Datum _____ Unterschrift / Stempel _____

Abrechnung :

Bankeinzug (s. unten) () Rechnung (nur für Firmen u. Kunden möglich) () Barzahlung ()

Einzugsermächtigung:

Hiermit ermächtige(n) ich/wir die Firma Speed Courier-Service GmbH Abt. Visumservice widerruflich, die von mir zu entrichtenden Zahlungen für die Visumbeschaffung bei Fälligkeit zu Lasten meines/unseres Kontos durch Lastschrift einzuziehen.

Kontoinhaber: _____	Kreditinstitut: _____
Kontonummer: _____	Bankleitzahl: _____

Ort _____ Datum _____ Unterschrift _____