# **UGANDA VISA GUIDANCE**

Given the nature of your work and time in Uganda, it has been determined that you will need a work permit visa for your time in Uganda. Since work permits are only granted while in the country, you will be applying for a temporary work visa “special pass” visa to Uganda. Maria and the CRS Uganda team will help you apply for a work permit once you arrive in the country.

The guidance below will help you apply for your temporary work visa “special pass”.

# **Temporary work visa “special pass”**

**Important:**

* Apply for your visa at the **beginning of June.**
* Send a digital copy of your passport bio page to Priyanka and Maria by May end.
* You will need the following documents before you begin:
  + A digital passport photo
  + A digital copy of your passport bio page
  + A covering letter – CRS will provide this to you the first week of June.

**Instructions:**

1. Visit the Uganda E-Immigration system website: <https://visas.immigration.go.ug/>
2. Select “Start a new application”
3. You will be prompted to enter the following information:
   1. visa or permit type: select “special pass”
   2. Category: select “Official”
   3. Sub-category: select “3 months”
4. Complete your personal and Passport data.
5. For Other data:
   1. Address in Uganda
   2. Reasons for Special Pass
   3. Duration of Stay requested:
   4. Specify period in days, months, or years
6. Attachments: it will require you to attach scanned copies of the covering letter –provided from CRS Uganda, a copy of your passport & your passport photo.

The visa fees charged for this type of visa is US$ 200 (to confirm the new rates)

# **Work Permit**

While you don’t need to apply for your work permit at this time, please make note of the following documents and take copies/originals with you to Uganda.

* Curriculum vitae
* Certified/Notarized original copies of academic certificates (not transcripts)
* Copy of a valid passport (bio data page)
* Entry visa copy to Uganda
* Appointment/Offer letter (from HQ)
* Contract of employment or business letter (from HQ)
* Justification memo/letter from CRS Uganda as to why the required labor cannot be recruited from Uganda)
* 4 passport photographs
* **Certificate of good conduct from your local police or your government (A must!!)**