



# Catholic Relief Farmer-to-Farmer Ethiopia Visa guidance

Ethiopia requires a valid passport and travel visa for all U.S. and non U.S. passport holders traveling to Ethiopia. Immigration officials will deny entry to travelers without them. CRS farmer to farmer volunteers need to apply for an Ethiopian business visa which is a multiple entry visa for up to 2 years. Please follow this guide for instructions and information on applying for your Ethiopia visa.

CRS Farmer-to-Farmer works with a third party company called Travia/CIBT to obtain your necessary travel documents. *Please note, CRS has a direct bill account with Travia and the cost for your visa application will automatically be billed to CRS.*


**Step 1:** Click on this link to access the CRS farmer to farmer Ethiopia visa page: <http://visas.travisa.com/401635>

**Step 2:** Choose Ethiopia and choose your US state of residence.

**travisa**  
When You Need It Fast™

[HOME](#) [VISAS](#) [ORDER STATUS](#)

Sign In Account: Catholic Relief Farmer-to-Farmer Logout



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## Catholic Relief Farmer-to-Farmer

Catholic Relief Farmer-to-Farmer is pleased to offer its travelers the expertise and experience of Travia to assist you in your visa and passport needs. You have been directed to this website to get the Travia Visa Application Kit you will need to complete in order to obtain a visa for your upcoming travels.

- The Visa Application Kits are for **US passport holders** who require a visa for their program.
- **Non-US passport holders** who reside legally in the United States, please go to the **Visas** tab to obtain a Visa Application Kit for your nationality or email [groups@travisa.com](mailto:groups@travisa.com).
- **If you need to obtain a new passport**, renew a passport, or obtain a second valid passport, please [click here](#) to place a separate order for your passport.
- **Select your program and state of residency below** to view requirements and to start your order. Submit your visa order through the red 'Start Order' button on the next screen.
- **Catholic Relief Farmer-to-Farmer will cover the cost of your Travia service fee, consular fee at regular speed, Digital Photo Service and return shipping.** Any additional fees or expedited processing speeds will be your responsibility.
- **When your order is submitted, you will be emailed an Application Kit** which will contain necessary documents and guides that will be helpful to you as you compile your materials.
- **Questions?** Contact us by email at [groups@travisa.com](mailto:groups@travisa.com) or call 866-941-8472 and identify yourself as a Catholic Relief Farmer-to-Farmer participant.

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## Place Your Order To Get Your Visa Application Kit

Choose your program and state of residence below. After placing your order, you will be emailed with your application kit of helpful explanations and required documents.

Program	Departure Date	Destination Requiring Visa
<input type="radio"/> Farmer to Farmer Volunteer Trip - Ethiopia	Various Dates	Ethiopia
<input type="radio"/> Farmer to Farmer Volunteer Trip - Kenya	Various Dates	Kenya
<input type="radio"/> Farmer to Farmer Volunteer Trip - Tanzania	Various Dates	Tanzania
<input type="radio"/> Farmer to Farmer Volunteer Trip - Uganda	Various Dates	Uganda
<input type="radio"/> Farmer to Farmer Volunteer Trip- Sierra Leone	Various Dates	Sierra Leone

**Step 3:** Click Continue, and this page will appear. It outlines the visa requirements. Catholic Relief provides you with the Invitation letter, business letter, and a copy of the pre-approval.

The screenshot shows the travisa website interface. At the top, there's a navigation bar with 'HOME', 'VISAS', 'ORDER STATUS', and 'MY ACCOUNT'. The user is logged in as 'Catholic Relief Farmer-to-Farmer' with the name 'Hello Priyanka'. A prominent message states: 'A visa is required. Start the Ethiopia visa request now.' Below this, it specifies 'Ethiopia: USA Citizen, Maryland, NGO Visa, Multiple Entries, Valid for 6 Months' with an 'Edit' link. There are links for 'View Application Kit' and 'Email Application Kit'. A red 'START ORDER' button is highlighted with a blue box. Below this, a section titled 'The Information You Will Need For Your Visa' lists seven items: Pre-Approval Process, Passport, Photograph(s), Business Cover Letter, Visa Application Form, Invitation Letter, and Travisa Order Form. Each item has an icon. Red boxes are drawn around 'Pre-Approval Process', 'Business Cover Letter', and 'Invitation Letter'. Red lines connect these boxes to a red text label 'Provided by CRS' at the bottom right. There is also a 'Urgent Applications' section with an exclamation mark icon.

**Step 4:** Click on Start Order, and complete the Order Form.

The screenshot shows the 'Order Form' page. At the top, there's a progress bar with three steps: 'Traveler Information, Contact & Services' (active), 'We Recommend, Delivery & Payments', and 'Order Confirmation'. Below the progress bar, it says 'Type of Visa: Ethiopia, NGO Visa, Multiple Entries, Valid for 6 Months, USA Citizen' with an 'Edit' link. A section titled 'Important Travel Dates' contains a red box around the '\*Date passport must be in your possession' field, which is highlighted with a red arrow pointing to a red text note on the right. The note says: 'Please note that this is the date you want your passport back in your possession, not the date that you will be flying out. It should be about 2 days prior to your departure date.' Below this, there are fields for 'Entry Date' and 'Exit Date'. A section titled 'Traveler Information' contains fields for 'Total Number of Travelers' (set to 1), 'TRAVELER #1' (with a link to 'Learn more about Traveler Profiles'), 'First Name', 'Last Name', 'Date of Birth' (with MM, DD, and YYYY dropdowns), 'Primary Contact Number', 'Email', and 'Re-type Email'.

- Once you complete the order form, please print it.
- At the end, the email address you put in the order form will automatically be sent a **VISA KIT**. The visa application kit will guide you easily and efficiently through the steps to get your visa.
- Within the body of your email you will also receive your Order Number. **This order number is unique to you. Please reference this in any emails or calls you make to the Travisa customer service to follow up on your application.**



Travisa received a request to process a Sierra Leone Visa for test one Test one with order number US0978434. Your order will be in pending status until we receive the required documents and forms. The attached PDF lists the documents and forms that are required so we can begin processing the application. For urgent visa applications which carry a tight deadline, we are now offering a Pre-Check service to save applicants valuable time. To facilitate this service, please [click here](#) and complete the instructions.

#### To Complete the Application

- **Print the application.** It has step-by-step instructions and a check list of the personal documents and application forms that need to be completed.
- **Send the documents to Travisa.** Gather the personal documents, complete the forms and return them to Travisa:

**Order Number: US0978434**

**Step 5: When you open the emailed VISA KIT, here is how Page 1 will look** (The visa validity length might vary)

ETHIOPIA VISA APPLICATION		Preferred Visa and Passport Provider	
DOCUMENTS TO PROVIDE		Catholic Relief Farmer-to-Farmer	

VISA TYPE	NGO Visa	TRAVELER NATIONALITY	United States of America
ALLOWED ENTRIES	Multiple Entries	STATE OF RESIDENCE	Maryland
VALIDITY	Valid for 6 Months	ACCOUNT NUMBER	401635

A valid passport and travel visa are government requirements for the upcoming Farmer to Farmer Volunteer Trip - Ethiopia trip. Immigration officials will deny entry to travelers without them. Catholic Relief Farmer-to-Farmer has designated Trivisa to obtain your necessary travel documents.

**WE ARE HERE TO HELP, EVERY STEP OF THE WAY.**

This application kit guides you easily and efficiently through the steps to get your visa. Review the requirements, gather your documents and complete the necessary forms. Then ship your materials to us using the enclosed FedEx label. We will review your documents and work with you to fix any errors. Then we will hand-deliver them to the consulate and return your passport to you after your visa is issued.

We understand the visa process can be overwhelming which is why we offer a number of solutions to make it simpler. With Digital Photo Service take your photo

**Within the Kit, you will find on Page 2, information required to complete sections of the visa form**

ETHIOPIA VISA APPLICATION		Preferred Visa and Passport Provider	
DOCUMENTS TO PROVIDE		Catholic Relief Farmer-to-Farmer	

**IMPORTANT INFORMATION REGARDING YOUR CATHOLIC RELIEF FARMER-TO-FARMER TRIP**

For Hotels, please use one of the following:

Saro-Maria Hotel – Tel: +251 11 667 2167

-or-

Churchill Hotel – Tel: +251 11 111 1212

For Contact Person in Ethiopia, please list:

CRS Ethiopia, Tel: +251 112 788800

Please contact Catholic Relief Services for letters of support and a flight itinerary.

Catholic Relief Services will cover the following costs:

- Regular visa processing
- Shipping both to and from Trivisa
- Photo printing, if applicants opt to upload a digital photo into the Global Service Order Form

Rush processing is available for the Ethiopia visa; however, applicants may be responsible for paying the additional cost for rush processing. All other services and fees are the responsibility of the applicant. Trivisa will follow up with clients after their order is received to pay the balance via credit card, if necessary.

## ETHIOPIA VISA APPLICATION

# DOCUMENTS TO PROVIDE

Preferred Visa and Passport Provider  
Catholic Relief Farmer-  
to-Farmer

Gather and prepare the following documents for the Ethiopia visa. Then ship your materials to us using the enclosed FedEx label. Your passport and all original materials will be returned to you with your visa.

- PASSPORT
- PHOTOGRAPH(S)
- BUSINESS COVER LETTER
- INVITATION LETTER
- VISA APPLICATION FORM
- TRAVISA ORDER FORM

This is taken care of by CRS prior to submission of your application. A copy of the approval will be provided to you via email.

### IMPORTANT INFORMATION


#### PRE-APPROVAL PROCESS

You must obtain an electronic pre-approval in order to travel to Ethiopia on business. Your host or sponsor must contact the Consular Department of the Ministry of Foreign Affairs In Ethiopia on your behalf, provide a copy of your passport information page and all application materials and request that an electronic pre-approval be sent to the Ethiopian Consulate General in your jurisdiction. Once you have received confirmation that this pre-approval has been received at the Ethiopian consulate then send your materials to Trivisa.

1. Passport	You must provide your actual signed passport, including one copy of the personal information page of your passport.
2. Photographs	You must provide a passport photo in hard copy or upload it to Trivisa
3. Business letter	Provided by CRS
4. Invitation letter	Provided by CRS
5. Visa application	Page 7 in your application kit
6. Trivisa order form	Page 5 in your application kit (this should already be completed and just has to be printed and added to your packet.

And on **Page 7** of the emailed visa kit, is the actual visa application to complete, print and send in with your documents.

THE FORM BELOW IS A SAMPLE- ACTUAL DOCUMENT IS IN THE EMAILED VISA KIT

	EMBASSY OF ETHIOPIA CONSULAR OFFICE PASSPORT AND VISA SERVICES	<h2 style="margin: 0;">VISA APPLICATION FORM</h2>	3250 Wilshire Blvd, Suite #1101 Los Angeles, CA 90010 info@ethioconsulatela.org
PLEASE TYPE OR PRINT YOUR ANSWER IN THE SPACE PROVIDED BELOW EACH ITEM.			REQUEST No.
FIRST NAME .....		MIDDLE NAME .....	LAST NAME .....
SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	DATE OF BIRTH   D...../M...../YY.....	COUNTRY OF BIRTH .....	
CURRENT NATIONALITY .....		ORIGINAL NATIONALITY (NATIONALITY AT BIRTH) .....	
PASSPORT TYPE <input type="checkbox"/> ORDINARY <input type="checkbox"/> SERVICE <input type="checkbox"/> DIPLOMATIC <input type="checkbox"/> TRAVEL DOCUMENT <input type="checkbox"/> OTHER .....			
PASSPORT NUMBER .....		ISSUE DATE   D...../M...../YY.....	EXPIRATION DATE   D...../M...../YY.....
HOME/MAILING ADDRESS .....			
CITY/TOWN .....	STATE/REGION .....	ZIP/POSTAL CODE .....	COUNTRY .....
DAY TEL. ....	EVENING TEL. ....	FAX .....	E-MAIL .....

**Step 6:** On **page 5**, You will find information about Travia's photo upload service. You may choose to directly upload your photo to the Travia website if you like. Please click on the link provided within the application kit or you may click on this link to access the service: <http://visas.travia.com/photo-service>

## OUR DIGITAL PHOTO SERVICE IS SIMPLE: SNAP. CLICK. THAT'S IT.

Acceptable photos are required to apply for your visa. Our photo service is the way to certify that your photos are acceptable for consular submission.

► **Snap a photo ensuring it adheres to the following guidelines:**

- Taken recently within the last 6 months
- Neutral expression, no glasses, hats, uniforms or head covering except for religious purposes.
- In colour, free of shadows against an all white background.
- Looking directly into camera facing forward head straight.

► **Navigate to (or click on) <http://visas.travia.com/photo-service> to submit your photo.**

**Step 7:** Once you gather all of your documents and receive the embassy approval & letter of invitation from the country program (emailed to you):

- Include a note in your package that lists your Travia order number and says, "ATTN: Carol Jones".
- Use the Prepaid FedEx label found in **Page 8** of the packet to ship your documents
- Check to make sure the label is addressed to:  
Travia Visa Service  
5757 Wilshire boulevard, Suite 570, Los Angeles, CA 90036  
Please write down **Attention: Carol Jones** on the label

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**For illustrative purposes only. Do not use this label.**

TRK# 7854 8744 6530  
FRI - 03 FEB 10:30A  
PRIORITY OVERNIGHT  
XH JBPA  
CA - US LAX 90036

REL# 3785346

546J11/338B/53C1

TO INBOUND SHIPPING-3RD PARTY  
TRAVISA  
5757 WILSHIRE BOULEVARD  
SUITE 570  
LOS ANGELES CA 90036  
(800) 925-2429  
INV. TRAVISA  
REF. TRAVISA  
PO. TRAVISA  
DEPT.

ORIGIN: PZA (703) 903-1400  
SHIP TO: BELIEF FARMER-TO-FARMER  
1600 INTERNATIONAL DRIVE  
SUITE 570  
LOS ANGELES CA 90036  
UNITED STATES US  
SHIP DATE: 02FEB17  
CNO: 1024171816XN2500  
BILL THIRD PARTY