

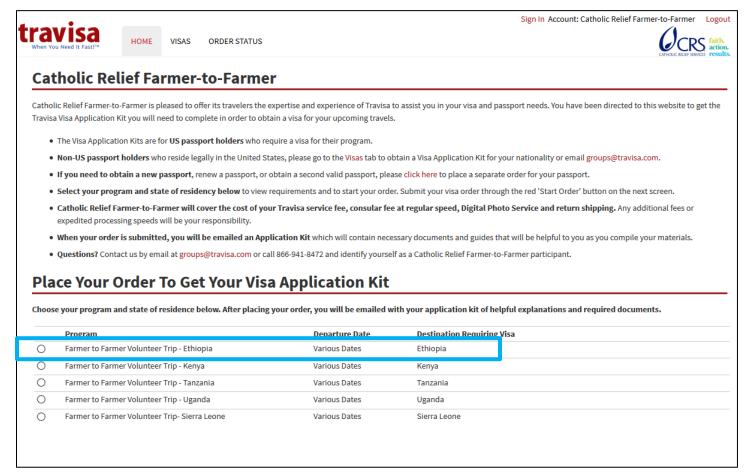
Ethiopia requires a valid passport and travel visa for all U.S. and non U.S. passport holders traveling to Ethiopia. Immigration officials will deny entry to travelers without them. CRS farmer to farmer volunteers need to apply for an Ethiopian business visa which is a multiple entry visa for up to 2 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 Travisa/CIBT to obtain your necessary travel documents.

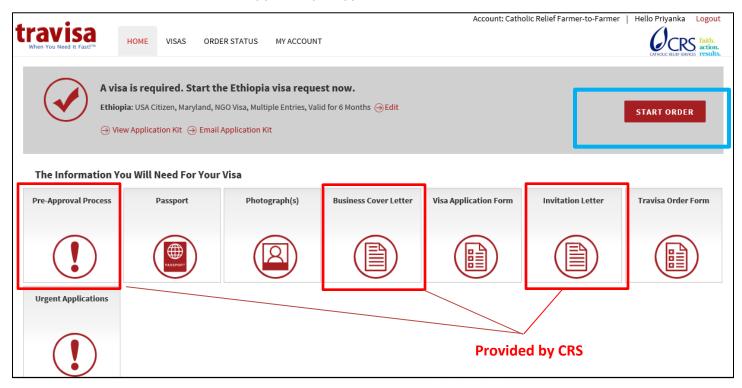
Please note, CRS has a direct bill account with Travisa and the cost for your visa application will automatically be billed to CRS.

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

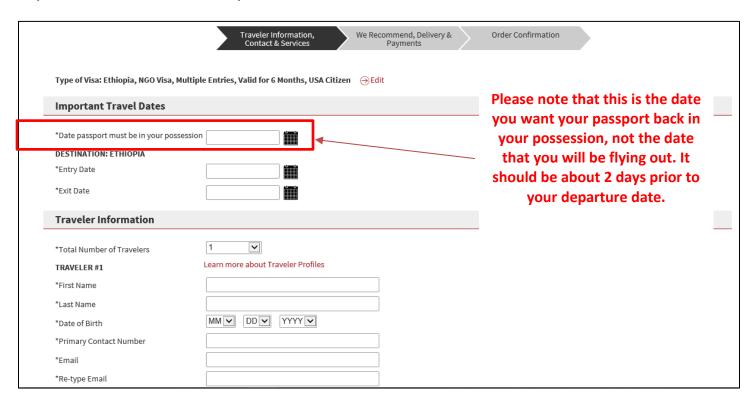
Step 2: Choose Ethiopia and choose your US state of residence.



**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.



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



- 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

# ETHIOPIA VISA APPLICATION DOCUMENTS TO PROVIDE

Preferred Visa and Passport Provider
Catholic Relief Farmerto-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 Travisa 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 DOCUMENTS TO PROVIDE

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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 Travisa
- 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. Travisa 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

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Catholic Relief Farmerto-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 Travisa.

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 Travisa
3. Business letter	Provided by CRS
4. Invitation letter	Provided by CRS
5. Visa application	Page 7 in your application kit
6. Travisa 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 SERVI	CES	VISA APPLICATION FORM					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			. I	Last Name			
Sex Male Female	D	ate of Birth <b>D</b>	of Birth D/W/YY Country of Birth			TRY OF BIRTH		
Current Nationality Original Nationality (Nationality at Birth)								
Passport Type  Ordinary  Service  Diplomatic  Travel Document  Other								
Passport Number								
Home/Mailing Address								
City/Town	STATE/REGIO	e/Region		ZIP/Postal Code			Country	
Day Tel. Ev	ENING TEL		Fax			E-MAIL		

Step 6: On page 5, You will find information about Travisa's photo upload service. You may choose to directly upload your photo to the Travisa 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: <a href="http://visas.travisa.com/photo-service">http://visas.travisa.com/photo-service</a>

### 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) <a href="http://visas.travisa.com/photo-service">http://visas.travisa.com/photo-service</a> 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 Travisa 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:

Travisa Visa Service

5757 Wilshire boulevard, Suite 570, Los Angeles, CA 90036

Please write down Attention: Carol Jones on the label

