



Catholic Relief Farmer-to-Farmer Sierra Leone Visa guidance

Sierra Leone requires a valid passport and travel visa for all U.S. and non U.S. passport holders traveling to Sierra Leone. Immigration officials will deny entry to travelers without them. Please follow this guide for instructions and information on applying for your Ethiopia visa.

Catholic Relief Farmer-to-Farmer works with a third party company called Trivisa to obtain your necessary travel documents. *Please note, CRS has a direct bill account with Trivisa 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 Sierra Leone visa page: <http://visas.trivisa.com/401635>

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


trivisa
When You Need It Fast!™

HOMEVISASORDER STATUS

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



Step 3: Click Continue, and this page will appear. It outlines the visa requirements. Catholic Relief provides you with the Invitation letter and the business cover letter.











**A visa is required. Start the Sierra Leone visa request now.**

START ORDER

Sierra Leone: USA Citizen, Maryland, Business, Multiple Entries, Valid for 3 Years [Edit](#)

[View Application Kit](#) [Email Application Kit](#)

The Information You Will Need For Your Visa

Passport	Photograph(s)	Business Cover Letter	Visa Application Form	Invitation Letter	Proof of Travel Arrangements	Proof of Sufficient Funds
						
Vaccination Certificate	Travisa Order Form	Urgent Applications	Provided by CRS			
						

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


Traveler Information, Contact & Services

We Recommend, Delivery & Payments


Order Confirmation


Type of Visa: Sierra Leone, Business, Multiple Entries, Valid for 3 Years, USA Citizen [Edit](#)

Important Travel Dates


*Date passport must be in your possession 

DESTINATION: SIERRA LEONE

*Entry Date 

*Exit Date 




Traveler Information

*Total Number of Travelers 

TRAVELER #1

*First Name

*Last Name

*Date of Birth   

*Primary Contact Number

*Email

*Re-type Email

Please note that this is the date you want your passport back in your possession. Not the date that you will be flying out. If you are applying for your visa in advance, Please allow Travisa at least 3 weeks to process the visa so we can avoid paying the \$40 rush charge and please select your passport return date accordingly.

- 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

		Preferred Visa and Passport Provider Catholic Relief Services	
<h2>SIERRA LEONE VISA APPLICATION</h2>			
VISA TYPE	Business	TRAVELER NATIONALITY	United States of America
ALLOWED ENTRIES	Multiple Entries	STATE OF RESIDENCE	Maryland
VALIDITY	Valid for 3 Years	ACCOUNT NUMBER	401636

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.

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

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

Please complete the Sierra Leone visa application form with the following information.

For US Passport Holders, Check Three Years

For All Other Passports, Check One Year

For Purpose of Visit: BUSINESS

Name of Reference in Sierra Leone: ANDREW SCHAEFER

Phone Number in Sierra Leone: (232)-79250639

Proposed Address in Sierra Leone: 41 RIVERSIDE DR, BROOK FIELDS, P.O. BOX 1392, FREE TOWN, SIERRA LEONE

Please contact Catholic Relief Services for letters of support, company profile, letters of invitation and a flight itinerary: steps 4-7 in the requirements listed below.

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 Sierra Leone 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.

Page 3 includes information on all your required documents

Gather and prepare the following documents for the **Sierra Leone** visa. Then ship or deliver your materials to us. Your passport and all original materials will be returned to you with your visa.

- PASSPORT
- PHOTOGRAPHS
- BUSINESS COVER LETTER
- INVITATION LETTER
- PROOF OF TRAVEL ARRANGEMENTS
- PROOF OF SUFFICIENT FUNDS
- VACCINATION CERTIFICATE
- VISA APPLICATION FORM
- TRIVISA ORDER FORM

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 cover letter	Provided by CRS
4. Invitation letter	Provided by CRS
5. Proof of travel arrangements	Your flight confirmation
6. Proof of sufficient funds	You will need to provide the embassy with a copy of your bank statement. <i>We tried to see if they would waive on account of a letter from CRS but we were told that the applicant's bank statement is necessary, as the Embassy wants to see that the traveler has sufficient funds apart from what their employer can offer.</i>
7. Vaccination certification	you will need to send in your original yellow fever vaccination certification
8. Visa application	Page 7 in your application kit
9. Trivisa order form	Page 5 in your application kit

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

Tel: (202) 939-9261/9262
Fax: (202) 483-1793



EMBASSY OF SIERRA LEONE
1701 Nineteenth Street, N.W.
Washington, D.C. 20009

EMBASSY OF THE REPUBLIC OF SIERRA LEONE

VISA APPLICATION FORM

VISA APPLICATION FOR SIX MONTHS () OR ONE YEAR ()

SURNAME _____ FIRST NAME _____ MIDDLE NAME _____
SEX _____ MARITAL STATUS _____ TELEPHONE NO _____
HOME ADDRESS _____
PLACE OF BIRTH _____ DATE OF BIRTH _____ OCCUPATION _____
NATIONALITY AT BIRTH _____ CURRENT NATIONALITY _____
EMPLOYER'S NAME AND ADDRESS _____
PASSPORT TYPE: _____ PASSPORT NO _____ PLACE OF ISSUE _____
EXPIRATION DATE _____ PURPOSE OF VISIT _____
PROPOSED DATE OF ARRIVAL _____ DURATION OF STAY _____

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 Business cover letter & letter of invitation from CRS (emailed to you):




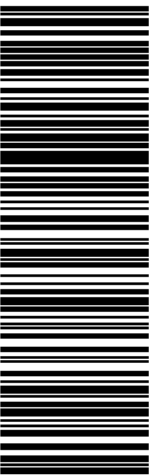
- Use the Prepaid FedEx label found in **Page 8** of the packet to ship your documents
- Check to make sure the label is addressed to:

Travisa Visa Service

4301 Connecticut Ave NW

Washington, DC 20008

Please write down **Attention: Brwa Ismael** on the label

ORIGIN D/PZA (703) 903-1400		SHIP DATE: 25JAN17	
BILL 3RD PARTY		ACTWGT: 1.00 LB	
CATHOLIC RELIEF SERVICES		CNO: 10247278VMSX2500	
1600 INTERNATIONAL DRIVE			
SUITE 250			
ARLINGTON VA 22102			
UNITED STATES US		BILL THIRD PARTY	
TO INBOUND SHIPPING-3RD PARTY			
TRAVISIA			
4301 CONNECTICUT AVENUE NW			
SUITE 250			
WASHINGTON DC 20008			
(800) 329-2428		REF: TRAVISIA	
INV: TRAVISIA		DEPT:	
PO: TRAVISIA			
			
		REL # 3785446	
THU - 26 JAN 10:30A			
PRIORITY OVERNIGHT			
7854 0527 6376			
20008			
DC-US IAD			
			
19ZRZA			