

UGANDA VISA GUIDANCE

Given the nature of your work and time in Uganda, it has been determined that you will need a work permit 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 by end 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:
 - a. visa or permit type: select “special pass”
 - b. Category: select “Official”
 - c. Sub-category: select “3 months”
4. Complete your personal and Passport data.
5. For Other data:
 - a. Address in Uganda: Catholic Relief Services, Uganda, P.O.BOX 30086, Kampala
 - b. Reasons for Special Pass: Official volunteer work in support of USDA funded International Agriculture Education Fellowship Program and Ministry of Education & Sports
 - c. Duration of Stay requested: 12 months
 - d. Specify period in days, months, or years: 360 days, 12 months, 1 year
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.
7. Press Submit – **DO NOT MAKE ANY PAYMENTS ONLINE**
8. You will receive a receipt with an application ID number. Please save a PDF of this and print this. Please retain the Application ID (pictured below) so that you can check on the status of your visa application. Finally, click the red “Finish” button. You have now successfully completed the visa application process and can check on the status of your visa application here: <https://visas.immigration.go.ug/#/check> (please see screenshot on page 3)

9. The visa fees charged for this type of visa is US\$ 400 (per the new rates). However, we recommend that you don't pay through the online system. You will pay for the visa on arrival at immigration in Uganda. CRS will continue to guide you on the process as the travel dates draw closer.

Work Permit processing: To be done while in Uganda

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)- notarization will be done in Uganda. Academic certificates are a MUST without it you will not be granted a work permit
- 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!!) with atleast six months validity before travel to Uganda**

Step 6: Confirmation & Submission: The next screen will allow you to review the information you have entered. Should you notice any errors, please use the "Previous Step" button at the bottom of the page to make corrections. You may also wish to print this page for your own records.

Attached Documents

Passport copy (bio-data page) Recent Passport-size Photograph

Vaccination Certificate (Yellow Fever)

Please check the provided data before submitting the application

Use this button to print your application for your records.

Click "Submit" once you are sure that the information you have entered is correct .

Use this button to return to previous pages and make changes to your information.

PREVIOUS STEP

PRINT

SUBMIT

Step 7: Please retain the Application ID (pictured below) so that you can check on the status of your visa application. Finally, click the red "Finish" button. You have now successfully completed the visa application process and can check on the status of your visa application here: <https://visas.immigration.go.ug/#/check>

YOUR APPLICATION WAS SUBMITTED SUCCESSFULLY!

STEP 1 Application type STEP 2 Fill the form STEP 3 Add documents STEP 4 Submit

Please note your application ID for further reference

339857125

Please retain this number so that you can check on your application status.

FINISH