

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:

1. A temporary Uganda ordinary/Tourist visa to travel to Uganda
2. 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 1. temporary Ordinary/Tourist visa

Temporary Ordinary/Tourist visa

Important:

- Apply for your visa **once travel is booked**
- You will need the following documents before you begin:
 - A digital passport photo
 - A digital copy of your passport bio page
 - Vaccination record, including Yellow Fever vaccine
 - Letter of invitation - provided by CRS once travel is booked

Instructions:

Uganda requires an online visa application. Please plan to set aside **1 hour**, as you will need to complete the application in one sitting. You **CANNOT** save the application and return to it later. You will also need electronic/scanned copies of **1) your passport, 2) a passport photo, and 3) a vaccination record that includes documentation of the yellow fever vaccine.**

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 "Uganda ordinary/Tourist Visa"
 - a. Sub-category: select "3 months"
4. Complete your personal and Passport data.
 - a. Passport type: ordinary passport
 - b. Place of issue: US department of state
5. For Other data:
 - a. Contact in Uganda: Maria Nakayiza, Catholic Relief Services, Uganda, P.O.BOX 30086, Kampala
 - b. Purpose of visit: Select "Other" from the dropdown menu
 - c. Other purpose of visit: volunteer

- d. Point of Entry: Entebbe
 - e. Duration of stay requested: 89 days
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- 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 – **the visa cost is \$51.50 with tax. Please share your receipt with priyank so she can reimburse you for this.**
 - 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>

Work Permit processing:

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 at least six months validity before travel to Uganda**