



NOTE:

- ☺ Tourist and business visas for Ethiopia are usually valid for multiple entries and must be used within 90 days from date of issue, for a stay of up to 24 months or as permitted by immigration officials.
- ☺ **U.S. Vital Documents** can assist with obtaining **U.S. Passports**, whether new issue, renewal, or obtaining additional visa pages for a valid passport.
- ☺ Special requirements exist for U.S. **Official and Diplomatic** passport holders.

To apply for a Tourist Visa

Please submit the following items:

- ☺ Signed passport with at least 6 months remaining validity from your planned date of entry and at least one blank visa page
- ☺ 1 Ethiopian Visa **Application Form**, completely filled out and signed
- ☺ 1 Passport-type photograph
- ☺ Completed **U.S. Vital Documents Order Form**
- ☺ Copy of airline tickets or itinerary or letter or confirmation from travel agent, showing exit or onward travel from Ethiopia

To apply for a Business Visa


Please submit the following items:


- ☺ Signed passport with at least 6 months remaining validity from your planned date of entry and at least one blank visa page
- ☺ 1 Ethiopian Visa **Application Form**, completely filled out and signed
- ☺ 1 Passport-type photograph
- ☺ Completed **U.S. Vital Documents Order Form**
- ☺ Copy of round trip airline tickets or itinerary, or letter of confirmation from travel agent showing exit or onward travel from Ethiopia
- ☺ A Letter typewritten on your company letterhead, signed by a company official other than the visa applicant and addressed to:
Embassy of Ethiopia, Visa Section, Washington DC

The letter should contain the following:

- ☺ Nature of business to be conducted
- ☺ Name and address of business contact in Ethiopia
- ☺ Guarantee of financial responsibility and of return transportation for the visa applicant

Fees

 **U.S. Vital Documents Service Fee:**
\$50.00 per visa

 **Consular Fee:**
\$ 70.00 per visa

 **Shipping Fee:**

\$12.00 FedEx 2nd Business Day

\$19.00 FedEx Letter (Priority Overnight)

\$30.00 FedEx Letter (Saturday Delivery)

Additional fee may apply to overseas shipping and overweight packages.

Payment:

Include credit card authorization or a check or money order payable to **U.S. Vital Documents** for Service Fee per visa, consular fee per visa, and return FedEx shipping fee.

Instructions:

Please forward the requirements detailed above to:

**U.S. Vital Documents
12710 Research Boulevard
Suite# 280
Austin, TX 78759
(512) 331-8290**

Your application will be checked and hand carried to the Embassy. It will be processed within 7 business days.