

**Embassy of the Federal Democratic Republic of Ethiopia - Berlin**

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Consular Section  
Booth-Str. 20a  
12207 Berlin  
Tel. +493077206-0+16  
Fax: +49 30 7720624  
E-Mail: [consulberlin.eth@t-online.de](mailto:consulberlin.eth@t-online.de)

**VISA APPLICATION FORM  
VISUMANTRAG**

**PHOTOGRAPH**  
Please attach one  
Photograph with your  
name written in  
**CAPITAL LETTERS**  
On the Back

**PLEASE TYPE OR PRINT YOUR ANSWER IN THE SPACE PROVIDED BELOW EACH ITEM!**  
*Bitte mit Schreibmaschine/ Computer oder Druckbuchstaben in die dafür vorgesehenen Felder eintragen!*

**NAME OF APPLICANT (Namen, Vornamen der/des Antragstellenden)**

1.TITLE (Titel) 2.LAST NAME (Name) 3.FIRST NAME(Vorname) 4. MIDDLE NAME(Weitere Namen)

**HOME/MAILING ADDRESS (Heimat/Postadresse)**

5. STREET NAME & NO(Strasse und Hausnummer) 6.ZIP/POSTAL CODE (PLZ) 7.CITY/TOWN(Ort) 8.STATE(Region) 9.Country(Land)  
-----  
10. TELEPHONE (Telefon) 11. MOBILE(Handy-Nr.) 12. FAX(Telefax) 13.EMAIL ADDRESS(Mailadresse)  
-----  
14. DATE OF BIRTH(Geburtsdatum) 15. PLACE OF BIRTH(Geburtsort) 16.COUNTRY OF BIRTH(Geburtsland) 17.NATIONALITY(Staatsangehörigkeit)

**GENERAL VISA INFORMATION(Allgemeine Visainformationen)**

18. PURPOSE OF VISIT (Grund der Reise)  
 TOURIST  BUSINESS  TRANSIT  DIPLOMATIC  OFFICIAL  OTHER  
-----  
19.TYPE OF ENTRY (Art des Visums) 20. DOCUMENT TYPE(Art des Reisedokuments) 21.DATE OF ISSUE(Ausstellungsdatum)  
 SINGLE  DOUBLE  MULTIPLE  
-----  
22.DOCUMENT NUMBER(Paßnummer) 23. COUNTRY OF ISSUE(Ausstellungsland) 24.DATE OF EXPIRY(Gültigkeitsdatum)  
-----  
25.LENGTH OF STAY IN DAYS (Dauer des Aufenthalts) 26. WHERE DO YOU PLAN TO STAY?(Wo planen Sie Ihren Aufenthalts)  
FROM: ----- TO: -----  
27. HAVE YOU EVER BEEN TO ETHIOPIA BEFORE? 28. IF YES, HOW LONG DID YOU STAY? (Wenn ja, Zeitraum angeben!)  
(Waren Sie vorher in Äthiopien)  YES  NO FROM: ----- TO: -----  
29. WHAT WAS THE PURPOSE OF THE VISIT? (Was war der seinerzeitige Grund der Reise?)  
 TOURIST  BUSINESS  TRANSIT  DIPLOMATIC  OFFICIAL  OTHER

**EMPLOYER OR SCHOOL INFORMATION (Informationen zur Schule oder Arbeitsstelle)**

30. EMPLOYER OR SCHOOL NAME (Arbeitgeber oder Name der Schule) 31. EMPLOYER OR SCHOOL TEL: (Telefonnummer des Arbeitgebers oder Schule)  
-----  
32.EMPLOYER OR SCHOOL ADDRESS (vollständige Adresse des Arbeitgebers oder der Schule)  
-----  
33. CHILDREN/DEPENDENTS ON THE SAME PASSPORT (Mitreisende Kinder, die im gleichen Reisepaß eingetragen sind)  
-----  
LAST NAME FIRST NAME SEX DATE OF BIRTH PLACE OF BIRTH  
(Name) (Vorname) (Geschlecht) (Geburtsdatum) (Geburtsort)  
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I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AND TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. (Hiermit bestätige ich die Richtigkeit und Wahrheit der vorstehenden Angaben nach bestem Wissen und Gewissen).

APPLICANT'S SIGNATURE (Unterschrift des Antragstellers)

DATE (Datum)



## **Embassy of the Federal Democratic Republic of Ethiopia to Germany - Berlin**

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### **GUIDELINES FOR VISA APPLICATION BY FOREIGN NATIONALS**

**APPLICANTS:** Applicants should be of German, Polish and Czech nationality or be officially resident in any of those three countries.

**HOW TO APPLY:** Applications can be made in person at the visa section, by post or on arrival at Addis Ababa Bole International Airport.

- A. **In Person:** Application forms are available from the Berlin Ethiopian Embassy Consular Section and may be completed or dropped off in person.
- B. **By Post:** Application forms are available on our Website, or the Embassy can post a copy to you, provided you send a pre-stamped and self-addressed envelope to the Consular Section.
- C. **On arrival at Addis Ababa Airport:** Some tourist visas can also be issued at Addis Ababa Airport, for which a different form is provided. Tourist visas can only be issued on arrival to:
  - Foreign nationals who are coming from and are permanent residents of 32 internationally recognised tourist-generating countries (including Germany, Poland and Czech Republic).

If applying for a tourist visa on arrival, visitors will need to bring with them two recent passport-sized photographs and no less than US \$ 50 before their application can be processed. Visitors should be aware that the processing of visas on arrival can take up to two hours.

### **LENGTH OF VISA**

For **tourist** and **business** purposes the following are available:

- Single entry visas valid for up to 90 days stay
- Multiple entry visas valid for 3 months
- Multiple entry visas valid for 6 months

Applicants for visa are requested to clearly indicate the number of entries desired. However, the final decision lies entirely with the Embassy.

**When choosing the length of the visa you require, please be aware that the visa is valid from the date of issue and not the date of entry to Ethiopia. It is no longer possible to post-date visas, so please give careful consideration as to which length of visa will be suitable for your stay.**

If an applicant desires to stay longer than the given period, he or she is advised to extend the duration of his or her stay at the Ethiopian Main Department for Immigration Office in Addis Ababa.

### **REQUIREMENTS FOR VISA APPLICANTS**

The following documents have to be submitted for each visa application.

- a. **A valid passport** with expiry date of at least six (6) months from the date of application for visa.

- b. **Application form** duly completed and signed by the applicant.
- c. **Two recent, passport-sized colour photographs.** Please write your name on the back of the photographs in BLOCK LETTERS. The photograph should be full face without sunglasses, a hat or other head covering unless for ethnic or religious reasons.
- d. **The visa fee:** according to visa regulations.
- e. **A copy of your return ticket** if you are travelling on a transit visit.
- f. **Residence permit** for non-German, -Polish and -Czech passport holders.

**BUSINESS VISAS:** Should be submitted with a letter on headed paper (in English) from your sponsoring organisation or company, guaranteeing your stay in Ethiopia and stating the reasons for your visit. If you are self-employed, this letter can be from a solicitor, accountant or company house.

Business visa applicants who are not normally residents of the German, Poland and Czech Republic should apply to the Embassy accredited to their country or that which is closest to their place of legal residence. However, business visa applicants who choose to apply at the Ethiopian Embassy in Berlin **must** provide a letter stating why they are applying and should be aware that their application and documentation may be passed on for verification purposes, to the Ethiopian Embassy accredited to the country of their origin or whichever Embassy is closest to their country of origin.

**TRANSIT VISAS:** Both single and double transit visas are valid for 3 months, commencing from the date of issue. In order to get a transit visa, a visa from the destination country should be first secured.

Duration of stay in Ethiopia as regards to the two categories is 48 hours. However, Ethiopian Immigration officials in your point of entry have overall jurisdiction.

**STUDENT VISAS:** Should be accompanied by a letter (in English) from your school or college administrator or your professor, stating the reasons for your visit and your financial means whilst in Ethiopia. You should also provide a **letter of acceptance** from the institution to which you will be attached during your practical training in Ethiopia as your reference.

### **JOURNALISTS AND PROFESSIONAL PHOTOGRAPHERS**

Should contact the Ethiopian Embassy consular section in advance of travel. If you are taking equipment with you, such as cameras, sound equipment etc., please attach a list detailing their description, serial numbers and value.

- ⇒ If you intend to film, you will require a permit.
- ⇒ Please also be aware that, processing your visa application may take longer than the two to three working days suggested for tourists and business people.

### **VACCINATIONS**

A certificate of vaccination for yellow fever is no longer mandatory. However, immunization against this deadly disease is recommended for all visitors entering Ethiopia after having travelled in countries where yellow fever is a health risk.

### **VISIT BY ROAD FROM A FOREIGN COUNTRY**

It is possible to enter or to exit out of Ethiopia by border crossing points such as Moyale (Kenya), Metema (Sudan) and Galafina – Dewelle (Djibouti).

Applicants should travel with the following documents (an international driver's license, custom's entry permit for the vehicle, a bank guarantee or an international insurance covering the repatriation of applicant, should the need arise)