

POSTAL ADDRESS & CONTACT DETAILS:

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SUDAN BUSINESS VISA APPLICATION PACK

Please supply this form, fully completed (typed or by hand), with all documents in the checklist below. Failure to provide any of the documents will result in a delay to your application. All forms must be printed and signed.

If you are sending multiple applications at the same time and the return address is the same for all applicants, you only need to provide one request form per party.

1. CHECKLIST OF DOCUMENTS YOU MUST SEND

PASSPORT - to include UK residency card for non British nationals. Passport must be valid for 12 months with 2 blank pages facing each other

APPLICATION FORM – Must be completed at <https://sudanembassy.org.uk/services/visa-services/> If you would like us to complete the online form for you, please select the option below.

UK PASSPORT PHOTO

LETTER OF AUTHORISATION ISSUED BY SUDAN FOREIGN MINISTRY - This must be applied by your host/sponsor in Sudan. Once issued, it will be provided to you. You cannot apply for your visa until this has been received.

LETTER FROM UK EMPLOYING COMPANY - The letter must be addressed to the The Embassy of the Republic of Sudan, London. It should contain confirmation of the applicants employment & reason for business travel with details of the company they will be visiting in Sudan. The applicants details should be noted in the letter - full name, passport number & date of birth.

2. SERVICE OPTIONS

SUDAN BUSINESS 2 MONTH SINGLE ENTRY VISA (Visa fee £75.00 + our service fee £80.00 VAT inclusive)

SUDAN ONLINE APPLICATION FILING (Our service fee £20.00 VAT inclusive)

3. RETURN OPTIONS

ROYAL MAIL SPECIAL DELIVERY BY 1PM (£9.50)

DHL EXPRESS (FROM £45.00)

OWN PREPAID, ADDRESSED ENVELOPE - please note that we will not return any passport via 1st class post.

PERSONAL COLLECTION - we will inform you when the passport is available for collection & book an appointment for you.

4. CONTACT DETAILS & RETURN ADDRESS

APPLICANT NAME

NAME OF CONTACT - for your security, we will only correspond with the named party on this form regarding the application

CONTACT PHONE & EMAIL

RETURN ADDRESS

5. DECLARATION

I CONFIRM ACCEPTANCE OF THE TERMS & CONDITIONS AS WELL AS THE PRIVACY POLICY FOR VISASMART TRAVEL SOLUTIONS LTD. I ACKNOWLEDGE THAT NO GUARANTEE CAN BE PROVIDED AND THAT THE DECISION RESTS WITH THE GOVERNING BODY BEING APPLIED.

SIGNATURE

DATE

INFORMATION FOR SUDAN VISA SERVICE

Processing time in the embassy is usually 4 business days - please note that the visa cannot be applied until the authorisation letter has been issued.

Visas are valid for 2 months from the date they are issued with a stay of 30 days. Visas hold a single entry only.

The authorisation letter can be obtained by a Sudanese tour agency, hotel or other business. The sponsor/host will provide the letter to you once issued & should confirm that it has also been sent to the embassy in London. The embassy can only begin the visa process once they have received the information.

The visa application is filed on the embassy website, <https://sudanembassy.org.uk/services/visa-services/>
We can complete the application for you. If you would like this service, you must complete the order form with the online application filing option selected. Once received, we will email you to gather some information before completing the form & will email the completed form thereafter for verification & signing.

When your documents have been received, we will check that they are correct before contacting you (via the email address provided) to confirm receipt and provide your invoice. If you prefer to send your cheque or postal order with your documents, you can, however we request that no payment is made before we can check that everything is in order.

Payments can be made by PayPal, Bank Transfer, cheque or postal order. Please note that we do not begin to process your request until your payment has been made. All fees are per person.

When you receive the email to confirm when your documents have been received, it will contain your unique reference number. For all queries during your process, you must quote this reference number or we will not be able to provide information. This is to protect your security. We will only email with additional instruction or to confirm the return details for your passport. You must check your documents on receipt & advise immediately if there are any queries.

You will only receive email updates if there are any delays.

For our terms and conditions, please see our website, www.visasmart.co.uk. By using our services, you are agreeing to those terms.

Return methods carry their own terms and conditions. It is your own responsibility to view them on the respective service sites.