

POSTAL ADDRESS & CONTACT DETAILS:

VISASMART TS LTD
FALCON HOUSE, 19 DEER PARK ROAD
WIMBLEDON, LONDON
SW19 3UX
PHONE: 02045139940
EMAIL: admin@visasmart.co.uk



SIERRA LEONE 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 – attached
- UK PASSPORT PHOTO
- LETTER FROM EMPLOYER - Addressed to: Sierra Leone High Commission, Visa Section, London. The letter must contain the following: Nature of business to be performed, Name and address of reference to be visited, Guarantee of return transportation and sufficient funds for the visit & must be signed by an officer of the company other than the applicant.
- COPY OF YELLOW FEVER VACCINATION
- RETURN FLIGHT BOOKING
- LETTER OF INVITATION FROM ORGANISATION IN SIERRA LEONE

2. SERVICE OPTIONS

- SIERRA LEONE BUSINESS 3 MONTH SINGLE ENTRY VISA (Visa fee £109.00 + our service fee £80.00 VAT inclusive)
- SIERRA LEONE BUSINESS 6 MONTH MULTIPLE ENTRY VISA (Visa fee £134.00 + our service fee £80.00 VAT inclusive)
- SIERRA LEONE BUSINESS 1 YEAR MULTIPLE ENTRY VISA (Visa fee £159.00 + our service fee £80.00 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 SIERRA LEONE VISA SERVICE

Processing time in the embassy is usually between 3 business days.

Visas are valid from the date they are issued with a stay of 30 days.

The embassy is closed on Fridays, please factor this in if your application is urgent.

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.

VISA APPLICATION FORM

SIERRA LEONE HIGH COMMISSION LONDON CONSULAR SECTION



41 Eagle Street
Holborn
LONDON WC1R 4TL
TEL.: 0207 404 0140 FAX: 0207 430 9862
Email: consular@slhc-uk.org.uk

ATTACH
PHOTO HERE

FAMILY NAME:

OTHER NAMES:

SEX: MALE FEMALE EMAIL ADDRESS:

MARITAL STATUS: MARRIED SINGLE DIVORCED ANY OTHER

PRESENT ADDRESS:

..... TEL NO.:

DATE OF BIRTH: PLACE OF BIRTH:

NATIONALITY: OCCUPATION/ INSTITUTION:

NAME AND ADDRESS OF EMPLOYER:

PASSPORT NUMBER: DATE OF ISSUE:

PLACE OF ISSUE: DATE OF EXPIRY:

TYPE OF VISA : SINGLE SIX MONTH MULTIPLE ONE YEAR MULTIPLE

PURPOSE OF VISIT:

PROPOSED DATE OF ARRIVAL IN SIERRA LEONE.....

DURATION OF STAY:

NAME OF REFERENCE IN SIERRA LEONE:

PROPOSED ADDRESS IN SIERRA LEONE:

BANK REFERENCE / NAME OF PERSONAL BANKER (or if none proof of sufficient means of maintenance):

SIGNATURE OF APPLICANT: DATE:

NOTE:

1. One application form to be completed
2. One passport-sized photograph should be attached
3. Tick all boxes

FOR OFFICIAL USE ONLY

REFERENCE NUMBER OR APPROVAL FROM IMMIGRATION HEADQUARTERS, FREETOWN WORK PERMIT

NUMBER (IF NECESSARY):

VISA NUMBER/ENTRY PERMIT NO.: VALID UP TO:

FEE PAID (IF NECESSARY): GENERAL RECEIPT NO.:

DATE: SIGNATURE:

COMMENT: