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Embassy of the Federal Democratic Republic of Ethiopia - Berlin

### **REQUIREMENTS FOR VISA APPLICATION**

Travellers to Ethiopia can enter or exit the country through International airports (Bole, Diredawa, Bahirdar and Mekele) or by land via the border entry points such as Moyale at the Kenyan side, Metema at the Sudanese side as well as Galafin and Dewolle at Djiboutian side.

All foreign nationals, except those of **Kenya** and **Djibouti**, need visas to enter Ethiopia. Visas should be obtained from the closest Embassy or Consulate of Ethiopia.

However, nationals of the following countries: **Argentina, Australia, Austria, Belgium, Brazil, Canada, China, Czech Republic, Denmark, Finland, France, Germany, Greece, India, Ireland, Israel, Italy, Japan, Korea Republic, Kuwait, Luxembourg, Mexico, Netherlands, New Zealand, Norway, Poland, Portugal, Russian Federation, Slovak Republic, South Africa, South Korea, Spain, Sweden, Switzerland, United Kingdom and United States of America** can obtain tourist visa upon arrival at international airport entry points. Tourists entering Ethiopia by land need to obtain their visa from a country of their residence.

Passengers transiting through Ethiopia need to hold confirmed onward booking ticket in order to obtain a transit visa valid for 72 hours. However, transit visa is not required if the transit time is less than six hours.

Applicants for all types of visas who are travelling to Ethiopia with their child/children under the age of 18 years/minors must submit a letter of will/agreement of their spouse including copy of a passports/national identity card and a copy of the child's birth certificate.

The processing time for visa application for tourist, business and transit visa submitted via mail is about a week with slightly longer days during peak seasons. It is advisable to mail applications at least two weeks before the date of travel. Visa applicants who come to the Embassy in person shall be served in less than an hour depending on the existing queue. The validity of the visa will be from the date of issue to the date of expiry as stated on the visa rather than from the date of entry to Ethiopia. Therefore, applicants need to take into consideration their stay in Ethiopia and the type of visa they are requesting as listed hereunder.

## **I. Types of visas**

### **1.1 Tourist Visa**

- Will be issued to tourists and all applicants who wish to travel for Holidays, Visiting relatives, Friends... etc. Applications can be submitted through a travel agency/ booking companies or by individual applicants in person.
- Anyone who enters Ethiopia with a tourist visa is not allowed to take any kind of paid or unpaid employment in the country.
- Tourist visas could be issued as a single entry valid for 1 or 3 Months, multiple entries for 3 or 6 months (Only for foreigners of Ethiopian origins).

### **1.2 Business Visa**

- Will be issued for persons who are travelling to Ethiopia for:
  - investment/business activities,
  - unpaid humanitarian services,
  - participation in symposium, exhibitions, workshops and similar activities,
  - training purposes,
  - study and research,
  - mass media activities,
  - legally recognized employment, and
  - other none touristic activities.
- Anyone who enters Ethiopia with a Business Visa and intends to stay for more than Ninety Days must report at the Immigration and Citizens Affairs Office within Thirty Days from the date of entry.
- Business visa could be issued as single entry valid for 1 or 3 Months, multiple entries for 3 or 6 months (only for applicants with intention and strong Proof of travelling to Ethiopia frequently)

### **1.3. Transit Visa**

- Passengers entering Ethiopia on transit to other countries will obtain transit visa, provided that they hold a confirmed onward flight ticket.
- All passengers on transit staying for more than 6 hours must obtain transit visas.

## II. Documents required from Visa applicants

- **For all Visa types**
  - Valid passport (a minimum of six months validity is required),
  - Visa application form filled and signed by the applicant,
  - One passport-size colour photograph,
  - Evidence of flight booking must be submitted,
  - Pre-paid stamp and self addressed return envelopes (per registered mail) is required for applications via Mail.
- **For Business Visa**
  - A letter from sponsoring company or organization regarding the nature of the business trip or activities in Ethiopia, and cost arrangement while staying in Ethiopia,
  - For all paid employment, letter of agreement or contract between the employer and the employee,
  - Letter of recommendation, certificate of employment or other relevant documents justifying the requested visa and activities of the beholder while staying in Ethiopia have to be submitted with the application.  
If the invitation letter from Ethiopia (Sponsor's Letter) is not an original, a copy of it has to be forwarded to the Embassy's Consular Section through E-mail Address: **consulberlin.eth@t-online.de**

New Visa Fee Regulation – valid from the 10<sup>th</sup> of December 2014

### Tourist Visa -

		Ethiopian Embassies ( Euro)	On Arrival (Euro)
1	One Month Single Visa	34,00	42,50
2	Three Month Single Visa	51,00	59,50
3	Three Month Multiple Visa	59,50	68,00
4	Six Month Multiple Visa <b>(Only for foreigners of Ethiopian Origin)</b>	68,00	85,00

## Business Visa

	Purpose	Type of Visa (Euro)	Single One Month (Euro)	Multiple Three Month (Euro)	Multiple Six Month (Euro)	Multiple One Year (Euro)
1	For Investment and Trade	I-V	25,50	34,00	51,00	102,00
2	For Government Task	G-I-V	17,00	68,00	102,00	
3	For an Employee to Foreign Companies	W-V	34,00			
4	For an Employee to Government Institutions	G-V	25,50			
5	For NGO	N-V	51,00			
6	For an Employee to International Organizations	R-I	42,50			
7	For Meetings, Workshops and Research	C-V	25,50			
8	For Media/Journalists	J-V	34,00			
9	For an Employee to Private Companies	P-E	25,50			

## Transit Visa

	Length of Stay	Visa Fee in Euro
1	12 Hours	21,25
2	24 Hours	34,00
3	48 Hours	42,50
4	72 Hours	51,00
5	Double Entry for less than 24 hours	42,50

### III. Payment Mechanisms:

Applicants, who are sending their visa application through mail, must pay the visa fee in advance in order that their visas can be processed on time.

#### **One of the following payment methods is acceptable to the Embassy:**

- Cash Payment
- Transfer to the account of the Embassy of Ethiopia in Berlin, Germany.

#### **N.B.**

- For applicants through mail, please send the payment voucher with the passport and application form.
- In case of urgent applications it is advisable to transfer the visa fee via online banking in order to accelerate the visa processing time.
- Payment by cheque is acceptable only for those who reside in Germany.

## **Bank Account**

Name of the Bank: **Commerz Bank Berlin**  
IBAN: **DE31 1004 0000 0267 397800**  
BIC: **COBADEFFXXX**

**NB.** Please note that money transfers must be made only to the account where visa applications are submitted. *The Embassy of Ethiopia in Berlin, Consular Section* can only issue visas if the visa fee is transferred to the aforementioned account. For any visa request sent to the *Ethiopian Consulate General in Frankfurt am Main*, payments must be transferred to the Consulate as follows:

Name of the Bank: **Commerz Bank Frankfurt am Main**  
IBAN: **DE56500400000582673000**  
BIC: **COBADEFFXXX**

## **Contact information:**

### **Ethiopian Embassy**

Booth Str. 20A  
12207 Berlin  
Tel.: 0049/30772060 or 0049/307720615  
Fax: 0049/307720624  
Web: [www.aethiopien-botschaft.de](http://www.aethiopien-botschaft.de)  
Email: [consulberlin.eth@t-online.de](mailto:consulberlin.eth@t-online.de)  
Working Hours: **Mo – Fri : 08:00 –12:30 and 13:30 –16:00**

### **Consulate General of Ethiopia**

Eschersheimer Land Str. 105-107  
60322 Frankfurt am Main  
Tel.: 0049/6997269620(21)  
Fax: 0049/6997269633  
Web: [www.aethiopien-botschaft.de](http://www.aethiopien-botschaft.de)  
Email: [consul.eth@t-online.de](mailto:consul.eth@t-online.de)  
Working Hours:  
**Monday, Tuesday and Thursday 08:30 to 12:30 and 13:30 to 17:30**

### **Ethiopian Airlines City Office**

Am Hauptbahnhof 6  
60329 Frankfurt a. Main  
Tel.: 0049/6927400727  
Fax: 0049/6927400730