



Dear Applicant,

Thank you for choosing Key Travel to handle your visa application to **Mali**

Your visa pack contains:

- Embassy Information
- Visa requirements for Business and Tourist visa applications
- Application forms
- Guidance on how to write a Business Letter
- Visa Fees
- Key Travel Booking form

Once you have gathered all the information required please send to Key Travel's visa department in London.

Key Travel
Visa Department
1st Floor
28-32 Britannia Street
London
WC1X 9JF

We recommend you use a secure delivery, such as Royal Mail Special Delivery, DHL or TNT.

Once our visa department has received your application you will be notified by email on the process of your application in three separate stages

- Submission at the embassy
- Collection of the visa
- Despatching of the visa

Our visa department will contact you if further documentation is required.

Our visa department is committed to offering you a secure and easy service in the process of your visa.

Sincerely,

Visa Department
Key Travel
www.keytravel.co.uk



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Mali

Honorary Consulate of Mali in London
Vine Court
Church Street
London
W4 2PD

Tel: +44 (0) 20 8994 2100
Email: info@mali-consulate.org.uk

Opening times: Submissions - Monday 10:00 - 13:00, Collections - Monday 13:00 - 15:00

Important Information

- Whilst Key Travel do everything possible to ensure that the visa is issued correctly we have no control over the embassies decision on the type or length of visa issued. Embassies are within their rights to refer any visa applications to the government authorities of their country

Business Visa Requirements

Visa Application Form

- Two fully completed application forms
- Please also include a photocopy of completed form.

Passport - The applicant's actual passport - This must

- Must be valid for six months beyond entry date.
- Must have at least two blank facing visa pages

Photographs

- Two passport size photographs
- Must be on a white background
- Be taken within the last six months
- Scanned and printed photographs will not be accepted. Key Travel recommends using a photo booth



UK Business Letter - A letter from the applicant's employer

- Must be on company headed paper
- Addressed to the embassy.
- Include the applicant's full name.
- Include the name of the organisation to be visited.
- Specify the type of visa applying for.
- Include who is financially responsible for applicant.
- Signed by someone other than the applicant i.e. Company director or HR department
- An example can be found within the visa pack.

Letter of Invitation - From the person the applicant is visiting

- Must be on company headed paper.
- Include the name of the applicant.
- State the purpose of journey
- Specify the requested number of entries

Valid Yellow Fever Certificate

- A copy of your Yellow Fever Certificate

Travel Arrangements

- Copy Flight Itinerary (please note this does not have to be a confirmed booking)

Exceptions for Non UK passport holders:

- If you do not hold a EU passport you need to provide proof of residency in the UK in form of valid UK visa. It can be stamped in your passport or another document.
- Does not apply to EU Nationals

Key Travel Booking Form

- Please ensure this form is completed.
- Please include name and email address of the person who wishes to be contacted regarding the application.
- If applicable for invoices please ensure a purchase order number is provided.
- This form can be found within the pack.

Processing Time

- 10 Working Days
- **No express service**



Fees

Visa Type (Validity)	Cost
Single Entry (1 month)	£180
Multiple Entry (3 Months)	£200

Please note there are Key Travel handling charges in addition to the consular fees above. Please contact your dedicated reservations team for further information

All fees quoted are subject to alteration by the embassy concerned. The embassy has the right to ask you to provide additional documentation to support your application

The embassy and Key Travel recommends that you do not confirm your flights prior to obtaining a valid visa

Tourist Visa Requirements

Visa Application Form

- Two fully completed application form
- Please also include a photocopy of completed form.

Passport - The applicant's actual passport - This must

- Must be valid for six months beyond entry date.
- Must have at least two blank facing visa pages

Photographs

- Two passport size photographs
- Must be on a white background
- Be taken within the last six months
- Scanned and printed photographs will not be accepted. Key Travel recommends using a photo booth



Valid Yellow Fever Certificate

- A copy of your Yellow Fever Certificate

Exceptions for Non UK passport holders:

- If you do not hold a EU passport you need to provide proof of residency in the UK in form of valid UK visa. It can be stamped in your passport or another document.
- Does not apply to EU Nationals

Key Travel Booking Form

- Please ensure this form is completed.
- Please include name and email address of the person who wishes to be contacted regarding the application.
- If applicable for invoices please ensure a purchase order number is provided.
- This form can be found within the pack.
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Example

Example of a Business Letter

When applying for a business visa, consulates usually require a letter from the applicant's company. This letter should be as specific as possible, so please include all the details available to you. The main points are listed here and an example of business letter follows.

Main Points

- Must be addressed to the consulate for which the application is being made
- Must be on company headed paper
- Be dated, which a date of no older than 1 month from date of submission
- Name of the employer (as stated on passport) travelling on behalf of the company
- Length of stay in the country with dates of entry and exit
- Type of visa and number of entries that are required
- Specific purpose of travel
- Name and address of the company or companies to be visited, and contact details of the host
Travel arrangements (if known)
- Statement of financial responsibility for expenses incurred during the trip

Please note that Consulates prefer the original Business Letter. For Example:

Visa section
Kenya Consulate
London

Date:

Dear Visa Officer,

Re: *Name of traveller*

Would you kindly grant a (single/double/multiple entry) business visa for our employee MR JOE BLOGGS, who is required by this company to travel to -----on the (day/month/year?)

The Purpose of his/her journey is to conduct business discussion with MR SMITH in our Nairobi office, the address of which is -----

He/she intends to stay for approximately (number of days). He will be in receipt of a return ticket and all expenses for his journey will be met by us.

Should you wish to discuss this application further please do not hesitate to contact me.

Yours faithfully
A Wright



REPUBLIQUE DU MALI | REPUBLIC OF MALI
CONSULAT HONORAIRE DU MALI A LONDRES | HONORARY CONSULATE OF MALI IN LONDON

VINE COURT, CHURCH STREET, LONDON W4 2PD
T: +44 (0) 20 8994 2100 E: info@mali-consulate.org.uk

Demande de VISA de séjour en République du Mali

VISA request form for the Republic of Mali

NOM (en lettres Capitales) / FAMILY NAME:

Prénom / First Name(s) :

Né(e) le / Date of birth : **à / place of birth :**

Nationalité / Nationality :

Etat Civil / Civil status :

Nombre d'enfants accompagnés / Number of accompanied children :

Profession (à détailler) / Occupation in details :

Adresse complete / Address :

Numéro de téléphone / Tel :

PASSEPORT (Passport)

N° : **Délivré le / issued on :**

Par / by : **Valable jusqu'au / Valid until :**

Date d'arrivée / Date of arrival : **Durée de Séjour / Duration of stay :** **jours / days**

En provenance de / Coming from :

A destination de / Going to :

Moyen de transport / Means of transport :

Lieux du séjour / Place of residence while in Mali:

Date(s) et lieu(x) des précédents séjour au Mali / Details of previous visits to Mali:

Motifs du voyage (à détailler) / Purpose of visit in details :

Type de Visa / Type of Visa : Transit **Court séjour / Short stay** **Long séjour / Long stay** **Entrées Multiples/ Multiple entries**

Nom(s) et adresse(s) des personnes de référence au Mali / Name and address of contact in Mali :

Vous engagez-vous à n'accepter aucun emploi rémunéré durant votre séjour, à ne pas chercher à vous y installer définitivement et à quitter le territoire Malien à l'expiration du visa qui vous sera éventuellement accordé ? *Do you agree not to accept or search for work during your stay, and to leave Mali by the time your visa expires ?*

La signature engage ma responsabilité et m'expose, en sus des poursuites prévues par la loi en cas de fausse déclaration, à me voir refuser tout visa à l'avenir. / *By signing this document I accept responsibility for my application and am aware that false declarations could lead to legal actions and the refusal of visas in future.*

Fait à / Declared at : **le / on :** **(Signature)**

Rien marquer en bas s.v.p. / *Please do not write below*

Visa AMB/N°

Date de délivrance / *Delivery Date:*

**Photographie
(photograph)**



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Visa Booking Form

Please ensure that this form is thoroughly completed for your visa to be processed. **All Fields must be completed.**

Country & Type of Visa Required	
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Important Travel Dates

*Date Passport must be back in your Possession		Date of next Trip	
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***Express/Normal Processing** I understand that the visa will be processed to meet the date above and will incur express or emergency surcharges. Delete where applicable?

Do you have a flight reference number ? YES / NO

if yes please provide reference number _____

Traveller Information

Name (As in Passport)	
1	
2	
3	
4	

Contact Information—Who do we contact in connection with your application?

Name of Organisation	Contact name	Contact Email	Contact Tel

Form of Payment. Please tick relevant option and provide details. Please note that if payment details are not provided, this will result in a delay in the release of the passport and visa.

Option 1 - Invoice Please note that we can only send an invoice if you hold a credit account with Key Travel

Please provide the applicable codes

Purchase Order	Budget Code	Cost Centre	Authority Code	Other Please name and provide



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Option 2 - Credit/Debit Card

Credit Card

Debit Card

Name on card	Card Number	Start Date	Expiry Date	Issue no	Security No

Return Instructions - Send my passport and visa to the following address

Please provide full delivery address.

Name: _____

Company Name: _____

Address: _____

Postcode: _____

By the following method

Delivery Option	Information	Please select one option
Bike	Fees vary depending on postcode	
Royal Mail Special Delivery <i>Next working day by 1pm</i>	We only send passports by Special Delivery if we have 3 clear working days. This is a next working day service	
Royal Mail Special Delivery	Saturday Service by 9AM	
DHL Overnight service	By 9:00 By 12:00 By 17:00	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
DHL Overseas service	Please contact us for a quote	visa@keytravel.co.uk
Collect from Key Travel London office	Office hours are 8.45am - 17:30pm	



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- We will always endeavour to process your application within the permitted timescales, however, we are subject to passport office / embassy approval and conditions / requirements can change without any prior warning. We recommend you confirm your flights after obtaining your visa to avoid any cancellation penalties for which Key Travel cannot be held responsible.
- Key Travel shall not be held liable for any of the following:
- Any loss, damage or delay to any documents whilst in the possession of any embassy, consulate or government office.
- The refusal of any embassy, consulate or government office to accept documents presented.
- The issue of incorrect visas, dates and terms, by any embassy, consulate of government office.
- Any loss, damage or delay caused by subcontractors (e.g. DHL, Royal Mail) in the delivery of documents.

I have read and agreed to the above selected options:

Signature: _____ Date: _____