

Dear Client,

We are pleased to present you with detailed instructions on processing your visa application with us. Within this information pack you will find:

- ✓ **A list of the required documents for your application**
- ✓ **Advisory processing times**
- ✓ **Embassy visa fees**
- ✓ **Return delivery services we offer**
- ✓ **Application form**
- ✓ **Other important information**

Once you have completed the forms please send all the documents required to our London office. We will send you a confirmation email when we have received your application.

If you have any questions, our Visa Consultants are available by email visas@diversitytravel.co.uk or telephone 020 3544 3550 Monday – Friday 8.45am – 5.30pm.

For full terms and conditions on using our visa service please visit www.diversitytravel.co.uk/visas/terms.pdf

Thank you for choosing Diversity Travel to process your visa applications.

Sincerely,

Diversity Travel Visa Department

Visa Application Requirements



You Have Requested:

Country: **Sri Lanka**

Type of Visa: **Business Visa**

Important Information:

It is possible for all nationals to apply for an ETA (Electronic Travel Authorisation) in advance of travel. To apply please visit - <http://www.eta.gov.lk/slvisa/visainfo/center.jsp>

On arrival you will need to show that you have a return ticket and also they want to see evidence that you have sufficient funds to support yourself. To obtain the ETA you will need to pay by credit card.

Please note if you apply for a double entry or multiple entry visa you will have 30 days from your first entry to Sri Lanka to use your visa entries. If you need to travel back to Sri Lanka after this you will need to apply for a new ETA

It is still possible to apply for the visa in advance of travel via the Sri Lankan High Commission in London.

If you are attached to an NGO, will be taking up employment or will be working as a volunteer you cannot travel on an ETA you have to apply for a visa before travel,

Documents Required:

1. Passport

- The passport must be valid for 6 months from the applicants date of departure and have at least one blank page

2. Two Passport Photos

- The photos must:
 - Be a standard sized passport photo
 - Have a white background
 - Have been taken within the last 6 months

3. Business Letter

- The letter should include the following:
 - Be on company letterhead
 - Include the applicants full name
 - Mention details of the trip; dates, places and organisations to be visited
 - Indicate the length of stay and visa type required
 - State that 'full financial responsibility will be taken for the applicant'
 - Be signed by the Head of Department/Director

Visa Application Requirements



4. Invitation Letter from

- The letter should be the same format as the Business Letter but it should be from the inviting party in Sri Lanka

5. In the case of:

- Charity/NGO Personnel
- Anyone applying for multiple entry visas
- Members of the media (journalists, photographers, cameramen)
- Persons taking up employment paid or unpaid

Prior approval needs to be obtained from the Department of Immigration and Emigration. This should be arranged by the organisation in Sri Lanka that is inviting the applicant. The contact details for them are as follows:

Department of Immigration and Emigration
No 41, Anada Rajakaruna Mawatha, Colombo 10, Sri Lanka
Tel: 00 94 11 532 9300
Fax: 00 94 11 267 4631
Email: dcvisa@immigration.gov.lk
Website: www.immigration.gov.lk

You Need To Fill Out:

6. Application Form

- One fully completed application form
- Please provide a photocopy of the completed application form

7. Visa Booking Form

- One fully completed visa booking form

Non UK Passport Holders

- All applicants must be a resident in the UK.
- EU members should provide a recent utility bill or bank statement showing UK address

Processing Times and Fees

Processing Time	Visa Type	Validity	Embassy Fee (£)
From 10 working days	Single/Double/Multiple Entries	30 Days	45.00
	Single Entry	90 Days	80.00
	Double Entry		115.00
	Multiple Entry		150.00

Visa Application Requirements



Diversity Travel Processing Fees

Please contact us if you require details of our processing fees.

Dispatch and Delivery Methods

To Diversity Travel

We recommend that items be sent to us by Royal Mail Special Delivery service or other secure and traceable delivery services. Our opening hours to receive applications are between 8.45am – 5.30pm Monday – Friday.

From Diversity Travel

We can return the passport to you by Royal Mail Special Delivery, DHL or UPS. There is no consequential loss coverage for next day couriers (Special Deliver, DHL and UPS).

We also have a same day bike service or it is possible to collect from our office.

For urgent applications or if there would be a significant financial loss should the passport be delayed we recommend using the same day bike service or collecting from our office.

The fees for returning your passport are listed below. Please clearly indicate your preferred return delivery method on the Visa Booking Form.

www.diversitytravel.co.uk/visas/despatch.pdf

Visa Application Requirements



Please send your documents to our London Office address:

**Diversity Travel
Ground floor
9/10 Staple Inn
Holborn
London
WC1V 7QH**

Once we have received your application we will send you a confirmation email with a quote and breakdown of the costs.

Your application will be submitted, at the Embassy, on the next available day. To have your application submitted on the same day we receive it in our office, please contact us.

If we have any questions or if we need additional information we will contact you directly.



VISA BOOKING FORM

Please complete this form and send it with your visa application. The form will provide us with important information about your application such as who we need to contact and the urgency of your application.

Please send all applications to:

Diversity Travel
Ground Floor
9/10 Staple Inn
Holborn
London
WC1V 7QH

Contact Details:

Telephone: 020 3544 3550
Website: www.diversitytravel.co.uk/visas

Opening hours: Monday – Friday, 8.45am – 5.30pm
Email: visas@diversitytravel.co.uk

Applicant details and visas required:

Name of applicant(s)	
Please list the countries that you require visa(s) for	

Which organisation are you travelling with and who should we contact about the application?

Name of the organisation that the applicant is travelling with			
Contact name			
Telephone		Email	

Flight details/deadline:

Diversity Travel flight reference		Date of travel	
Date that the passport must be in your possession *		Express Service †	

*We will use this date to determine whether it is necessary to place the application on an express service.

†Our visa pack will detail whether an express service is available for the respective embassy. Please view the visa pack and then detail the speed of service you require.

Please note: The decision on whether or not a visa is issued is at the discretion of the respective embassy. We strongly recommend that you do not commit to any non refundable costs for your trip until your visa and passport are in your possession. For full terms and conditions please view www.diversitytravel.co.uk/visas/terms.pdf

Delivery Method – For clients based outside of London we normally send the passport back on a next day delivery with Royal Mail Special Delivery. For clients based within London it can be cost effective to have the passports returned using a same day bike courier. For full details of the associated delivery charges and Royal Mail consequential loss coverage please view www.diversitytravel.co.uk/visas/despach.pdf

Next day delivery within the United Kingdom:

Other delivery options :

Royal Mail Special Delivery 9am		Same day bike courier	
Royal Mail Special Delivery 1pm		International delivery - DHL	
Royal Mail Consequential Loss Coverage (£1K, £2,5K, £5K, £7.5K £10K)*		I will come to collect the passport from your office	
DHL		Please contact me once the visa issued to confirm the delivery method	

*Royal Mail offer coverage on items that are sent using their Special Delivery service. Please view the information on www.diversitytravel.co.uk/visas/despach.pdf and detail your required coverage in the box. This coverage is subject to Royal Mail's terms and conditions.

Delivery address:

Name:	
Company:	
Address:	
Address:	
Address:	
Postcode:	
Telephone number at delivery address:	

Payment details :

Please tick :

We hold a credit account with Diversity please invoice	<input type="checkbox"/>	If applicable please provide payment codes/purchase order †	<input type="checkbox"/>
Please call me I will pay by debit/credit card‡	<input type="checkbox"/>		

†If you hold a credit account with Diversity Travel and your organisation requires payment codes (purchase order numbers, costs centres etc.) we will require this before returning the passport

‡A surcharge of 2% is added to credit card transactions and 3% for American Express. There is no surcharge for debit cards.

Please enter any additional instructions here:

diversity
travel



a world of difference

ETA Application for Business Purpose-Individual

Applicant Information – Individual Application – Business ETA

Surname / Family Name*

Other / Given Names*

Title* Mr. Mrs. Miss. Ms. Rev. Dr. Master.

Date of Birth* Year Month Day

Gender* Male Female

Nationality*

Country of Birth*

Occupation*

Passport Number*

Passport Issued Date * Year Month Day

Passport expiry Date * Year Month Day

Travel Information

Intended Arrival Date* yyyy/mm/dd	Purpose of Visit *	Port of Departure	Flight number & Name of Airline/ Vessel
Intended departure Date* yyyy/mm/dd	<input type="checkbox"/> Business meeting. <input type="checkbox"/> Conference, workshop & Seminars. <input type="checkbox"/> Short Training. <input type="checkbox"/> Participation in art, music & dance. <input type="checkbox"/> Other. Please specify below.		

Entries*: Single Double Multiple

Contact Details of the Applicant

Address in the Country of Domicile* Postcode:

Address in Sri Lanka*

E-mail Address	Residence Telephone Number*	Mobile Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

