

Attach a passport photo size 4cmx6cm taken within last 6 months without glasses or headgear (photocopy not acceptable)



## Application Form for Business Visa

**PLEASE COMPLETE DETAILS CLEARLY IN BLACK OR BLUE INK**

### PART A: GENERAL INFORMATION

1. Name as shown in your travel document Family name / Surname

Given name / First name

Middle name (if applicable)

2. Gender Male  Female

3. Nationality

Nationality at birth

4. Date of birth (DD/MM/YYYY) / /

5. Marital status:  Never married  Married  Divorced

Others: please specify

6. What type of travel document do you hold?

Passport  Travel document  Certificate of identity

Others: please specify

Document No.

Date of issue (DD/MM/YYYY) / /

Date of expiry (DD/MM/YYYY) / /

Country of issue

7. What is your current address?

Business phone

Home phone

Mobile phone

E-mail

8. What is your current occupation/profession?

Who is your current employer / institution?

9. Do you have any person(s) included in your passport who will be travelling with you?

No

Yes Please state his or her full name and attach supporting document(s) to show relationship with each person.

## PART B: PURPOSE OF VISIT

10. Have you visited Vanuatu before?

No

Yes

11. When do you plan to visit Vanuatu? (DD/MM/YYYY) / /

(Remark; On both Single Entry and Double Entry Visa, do not apply for a visa earlier than 3 months before you will arrive in Vanuatu.)

12. What is your purpose of visiting Vanuatu?

(stay up to 90 days per entry)

- Single entry (VUV20,000)     Multiple entry (VUV 35,000)
- Business (conference, seminar, workshop, training, internship, etc.)
- Educational (study, conference, seminar, workshop, etc.)
- Non-Educational training (boxing, scuba diving, etc.)
- Employment
- Volunteer / NGO (single entry only)
- Working Holiday
- Others please specify
- Diplomatic / Official (stay up to 90 days per entry)

**NOTE: VALIDITY OF VISA:** The validity of visa is up to 3 months (both single entry and double entry) as shown on the **ENTER BEFORE** date on a visa stamp. That means you must enter Vanuatu **BEFORE** that date. **VALIDITY OF STAY:** Period of stay per entry to be granted is determined by the immigration authorities at any immigration checkpoints upon arrival.

**CONDITIONS AND DECLARATIONS**

**CONDITIONS**

- Possession of a visa does not entitle the bearer to enter upon arrival at port of entry if he or she is found inadmissible;
- Each application is considered on its individual merit and may be rejected without the VIS having to provide any reason;
- Visa processing fee is non-refundable under any circumstances.

**DECLARATIONS**

- I have truthfully provided all the information required of me to the best of my knowledge;
- I have read and agreed to the above conditions and completed parts A and B.

Signature of applicant: \_\_\_\_\_ Date \_\_\_\_\_

**CONTINUE PART C ON THE NEXT PAGE**

**OFFICIAL USE ONLY**

Visa fee VUV  Visa no  Reference no.

Type of visa:  Diplomatic  Official  Non-Immigrant Date of issue

Number of entries:  Single  Multiple

Authorised signature:  Date

Mark  in front of document provided

**PART C: DOCUMENT CHECKLIST (ALL REQUIRED DOCUMENTS MUST BE SUBMITTED)**

**13. GENERAL DOCUMENTS FOR ALL VISA APPLICANTS (Including TOURIST and TRANSIT VISA)**

- A passport or travel document with more than 6 months of validity **and**
- A copy of passport or travel document (personal information page) **and**
- A recent passport size (4x6) photo taken within last 6 months without wearing glasses or headgear (photocopy not acceptable)
- If you're not a citizen of the country you are applying from, please make a copy of your (electronic) Visa or a proof of resident in country of application.  
Consular officers reserve the rights to request additional documents as deemed necessary.

**APPLY FOR OTHER VISAS PLEASE PROVIDE "GENERAL DOCUMENTS" AND ADDITIONAL DOCUMENTS FOR DIFFERENT PURPOSES OF VISIT BUSINESS**

(Employment prohibited)

- A letter from employer stating applicant's position, salary, length of employment and purpose of visit or an invitation letter from concerned company/organisation in Vanuatu stating purpose of visit

Additional documents required for multiple entries:

- A letter from employer stating applicant's position, salary, length of employment and purpose of visit **and**
- An invitation letter from concerned company/organisation in Vanuatu stating purpose of visit **and**
- A copy of concerned company/organisation's registration or license in Vanuatu
- A copy of corporate documents of associated partners/companies in Vanuatu such as:  
1) list of shareholders

- 2) company profile
- 3) details of business operation
- 4) location map of the company
- 5) balance sheet, statement of Income Tax and Business Tax

**EMPLOYMENT** (Employment permitted only after a work permit has been granted)

- A letter of acceptance from employer in Vanuatu stating applicant's position, salary and length of employment **and**
- A copy of the applicant's work contract **and**
- A copy of employer's business registration or license in Vanuatu  
Additional documents required for multiple entries:
- An original and a copy of a valid work permit in Vanuatu.

**SPOUSE / FAMILY VISIT**

- A copy of proof of relationship between applicant and spouse/family member i.e. marriage or birth certificate, house registration **and**
- A letter from spouse/family member verifying current status of relationship and support for applicant's application **and**

If spouse/family member is a Vanuatu national:

- A copy of his/her Vanuatu national identification card or passport **and**
- A copy of his/her Vanuatu house registration

If spouse/family member is not a Vanuatu:

- A letter from spouse/family member's sponsor in Vanuatu verifying current status of relationship **and**
- A copy of spouse/family member's passport and a valid Vanuatu visa

**DIPLOMATIC AND OFFICIAL VISIT**

- A letter from employer/organisation stating applicant's position and purpose of visit

**OTHER PURPOSE OF VISITS**

For other non-immigrant visiting purposes such as EDUCATIONAL, STUDY, NON-EDUCATIONAL TRAINING, MEDIA, RETIREMENT, RELIGION, RESEARCH, etc.

For further details please contact the Vanuatu Immigration Service in Port Vila (+678) 23542. Visit our official website: [www.immigration.gov.vu](http://www.immigration.gov.vu) Email: [visqueries@vanuatu.gov.vu](mailto:visqueries@vanuatu.gov.vu)

Lodging application: 8.30am - 11.30pm / Passport collection 2.00pm - 3.00pm / MONDAY-FRIDAY except public holidays.

Visa application fee: Only exact amounts of CASH, MONEY ORDER or BANK CHEQUE will be accepted (personal or company cheque not acceptable)