

## Work Visa

The visa must be used within 60 days after its issuance and is valid for 12 months stay in Angola and it can be extended twice. It entitles the holder to multiple entries and to engage solely in the professional activity for which the visa was issued for and to work only for the employer whom requested it. It does not entitle the holder to establish residence in Angola. The employer shall notify the SME (Serviços de Migração e Estrangeiros) of any change in the duration of the contract for purposes of compliance with the law. Companions/family members who are to accompany the applicant in his stay must apply for a Temporary Stay Visa.

Applicants are advised to NOT purchase a airfare ticket until the visa is granted.

**Processing time:** This depends solely in the submission of supporting documents and the SME's decision and it may take up 60 working days.

### REQUIREMENTS

Please read all carefully and arrange the process in the order described below.

- 1 - **Passport** valid for more than eighteen (18) months and at least six (6) empty pages
- 2 - **Application form** fully completed;
- 3 - **3 photographs** (see example), write name in the back;
- 4 - **Contract of employment** in portuguese, written by a Company registered to operate in Angola, dated and signed (if in english please see legalisations (1 photocopy after authentication by the Consular Section));
- 5 - **Letter of invitation** in portuguese, in Company letterheaded paper from the Angolan registered Company addressed to the Consular Section of the Embassy of Angola in Turkey, requesting the visa, declaring responsibility for stay and repatriation and must contain the following data of the applicant:
  - a) Full name
  - b) Nationality
  - c) Date of birth
  - d) Place of Birth
  - e) Passport number
  - f) Passport issue date
  - g) Passport expire date
  - h) Profession
  - i) Job Title
  - j) Function to exercise
  - l) Project to attend in Angola

The letter must be dated and signed by an authorised person.



6 - Full Medical Certificate from the country of usual residence that must contain the HIV test;

7 - **Standard Criminal Record Certificate** - Please see legalisations (1 photocopy of all documents after authentication by the Consular Section);

8 - **Declaration of compliance** with the Angolan laws in portuguese;

9 - **Certificate** of professional or academic qualifications Please see legalisations (1 photocopy of all documents after authentication by the Consular Section);

10 - **Endorsement** in portuguese from the Ministry of Public Administration, Employment and Social Security in case of institutions or public companies or in case of Private Companies, an endorsement from the Ministry related to the company's business;

11 - High quality colour photocopy of **Publication of the Diário da República** which publishes the Constitution of the Company (private);

12 - **Letter from the applicant** addressed to the Consular Section of the Embassy of Angola in London requesting the visa and declaring the reason for applying;

13 - **Curriculum Vitae** Please see legalisations (1 photocopy of all documents after authentication by the Consular Section);

14 - High quality colour photocopy of the recent **TAX Revenue (DAR)** in the case of institutions or private companies;

15 - High quality colour photocopy of the **Company Charter** (Alvará) in Angola;

16 - **International Certificate of Vaccinations** (photocopy in colour)

17 - **Photocopies of the passport:** personal details and the pages containing information regarding the migratory flow (recent visas to Angola (max 2) and other visas (in conjunction with angolan visas to complete 4 or 4 other visas if never been in Angola));

18 - Card vaccin

**PLEASE ARRANGE DOCUMENTOS AS DESCRIBED IN THE PAGE. ALSO ARRANGE A MATCHING PHOTOCOPY OF THE PROCESS AND GLUE 1 PHOTO IN THE APPLICATION FORM**

### **Observations**

Please authenticate all documents before submitting the application. When filling the application form please fill all fields of page one, relevant fields in page two and page three.



Signature and date of submission are mandatory. All documents described in this page must be presented. Failure to comply with these requirements will result in delays or rejection of the application.

Where necessary, the Consular Section reserves the right to request the submission of other documents, as well as an invitation to interview.

Please include a "Pre-paid, Special Delivery, self addressed envelope" for safe return of the passport.

### **IMPORTANT INFORMATION REGARDING SUBMITTED PASSPORTS**

The passport must remain with the application. In an emergency we may return the passport for a short time but the case must be well substantiated.

**Fee** : USD 300.00 to be deposit:  
**IBAN** : TR24 0011 1000 0000 0033 5359 83  
**BANK** : FİNANSBANK

Note: If the visa will be refused the payment will not be refunded.

### **THE EMBASSY OF THE REPUBLIC OF ANGOLA IN TURKEY**

**Address** : İlkbahar Mah. Galip Erdem Cad. 616. Sokak No:16 Çankaya - ANKARA  
**Phone** : +(90) 312 428 27 70 or +(90) 312 428 27 71  
**Fax** : +(90) 312 428 27 72  
**E-Mail** : [info@embassyangolatr.org](mailto:info@embassyangolatr.org)



Embaixada da Republica de  
Angola na Republica da Turquia



Embassy of the Republic of  
Angola in the Republic of Turkey

Embassy of the Republic of Angola - İlkbahar Mah. Galip Erdem Cad. 616. Sokak No:16 Çankaya - ANKARA  
Tel. + (90) 312 428 27 70 / 71/ 73 / 74 / Fax. (90) 312 428 27 72 - email: [info@embassyangolatr.org](mailto:info@embassyangolatr.org)

**PEDIDO DE VISTO  
REQUEST FOR ENTRY VISA**

DIPLOMÁTICO  
DIPLOMATIC

OFICIAL  
OFFICIAL

ORDINARIO  
ORDINARY

TRANSITO  
TRANSIT

TRABALHO  
WORK PERMIT

F. RESIDENCIA  
RESIDENCE PERMIT

FOTO

Nome:

Name:

Estado Civil:

Marital Status:

Data de Nascimento:

Date of Birth:

País de Nascimento:

Country of Birth:

Nacionalidade Actual:

Present Nationality:

Nome do Pai:

Father's Name:

Nome da Mãe:

Mother's Name:

Passaporte Nr.:

Passport No.:

Residential Address:

Rua:/ Street:

Telefax:

Telefax:

Profissão:

Profession:

Local de Trabalho:

Name of workplace:

Endereço Loc. Trab.

Work place address

Telefax:

Telefax:

Nome ou Organismo Solicitante:

Name of the requesting Authority/ Company:

Ref. Da Nota

Note Ref.

Nome da Pessoa/Organismo que se responsabiliza pela estadia / Who will be responsible for your stay in Angola?

Cidade:

City:

Província

Province:

e-mail:

e-mail

Ref. Da Nota

Note Ref.

Motivo da Viagem:

Purpose of travel:

Ultima Permanência em Angola:

Last stay in Angola:

Sexo:

Sex:

Local de Nascimento:

Place of Birth:

Nacionalidade Origem:

Nationality of Origin:

Nac. do Pai:

Father's Nationality:

Nac. da Mãe:

Mother's Nationality:

Valido até:

Valid until:

Cidade

City:

e-mail:

e-mail:

Cargo que ocupa:

Position:

Cidade

City

e-mail:

e-mail:

Data da Nota:

Note Date

Nr Casa:  
House no.

Fax:

Fax:

Data da Nota:

Note Date

Local de Hospedagem:

Address where staying:



**A SER PREENCHIDO SOMENTE PELO SOLICITANTE DE VISTO DE FIXAÇÃO DE RESIDENCIA  
TO BE COMPLETED ONLY IF REQUESTING A RESIDENCE PERMIT**

Razões porque quer residir em Angola:  
Reasons why you want to reside in Angola: \_\_\_\_\_

Temporariamente?  
Temporary?

Definitivamente?  
Permanently?

Pretende residir com o seu agregado familiar?  
Is it your intention to stay with a family member?

Sim  
Yes

Não  
No

Esposa  
Spouse

Esposo  
Husband

Filhos  
Children

Outros  
Others

Meios de subsistência:  
Means of subsistence: \_\_\_\_\_

Endereço em Angola:  
Address in Angola: \_\_\_\_\_

Obs:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Declaro solenemente que as informações acima fornecidas são verdadeiras, quer em substancia, quer do ponto de vista factual e tenho consciência do seu significado.

*I hereby solemnly declare that the information I provided above is true in substance and in form the factual point of view and I have full conscience of its meaning.*

Aos titulares de Visto de Transito e Ordinário é proibido o exercício de qualquer actividade remunerada bem como o estabelecimento ou fixação de residencia.

*Bearers of transit and ordinary visas are forbidden to exercise either remunerated activities or establishing residence.*

Ankara aos: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Ankara on: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Ass. do Solicitante /  
Signature of the applicant

\_\_\_\_\_

Assinatura do Funcionário Consular

\_\_\_\_\_