

VISA APPLICATION PROCEDURE

As from Monday 22nd February 2010 the Visa application procedure is as follows

1. Download, print the Application form, complete it and join it to your visa application, via the following website: www.ambaci-uk.org or www.snedai.ci. You can also obtain this form from the Consular Service of the Embassy. Dock your photograph (less than 6 months old) and make sure you sign your application.
2. Pay the visa fee online via www.paiementvisa-cotedivoire.com or www.snedai.com. Fees are 110 Euros (100 Euros for the visa, 5 Euros for the appointment system and 5 Euros the online banking processing system).
NB: After payment you receive a mail to the email address you provided, containing your proof of payment with a specific identifier number (in case of a claim) and your appointment code. This certificate must be printed and attached to the rest of your documents for the application.
3. With the appointment code make an appointment via www.rdvvisas-ci.com. You will receive an email confirming your appointment. This must be printed and joined to the rest of your documents.
4. You must come in person to the Consular Service of the Embassy. Make sure you bring with you the payment receipt, the appointment receipt, the application form (duly completed) and all the relevant documents to support your application (**Please check the required documents section**). At the end of the enrolment process, a receipt will be issued to you by the Consular Officer. The receipt will show your collection date and time.
NB: If the visa is requested for a minor, he must be accompanied either by one of his parents, or the legal guardian.
5. At the collection of your passport you must provide the enrolment receipt issued to you during the application process. It is advised to come in person.

REQUIRED DOCUMENTS

Common documents

1. Payment receipt;
2. Appointment statement ;
3. One application form duly completed and signed by the applicant (or the legal guardian for children). This must bear the applicant's photograph;
4. A national passport or official travel document valid for more than 6 months, with at least 2 blank visa pages + the photocopy of the first three (3) pages;
5. The international certificate of vaccination against yellow fever (vaccine for 10 years);
6. A confirmed return flight ticket to Côte d'Ivoire or a detailed booking statement from your travel agent;
7. A parental authorization signed and notarized by both parents if minor child is travelling alone or parental authorization signed and notarized by the parent not accompanying the minor child.

Specific documents

These documents are in addition to common documents listed above under each type of required visa.

1. **Business visa**
 - An invitation letter;
 - A Confirmed hotel bookings;
 - Proof of financial means of support: a recent statement of your current bank account or traveller's cheques. A minimum of 50,000FCFA per day per person is required.
2. **Diplomatic visa**
 - A verbal note for diplomatic or service passport holders;
 - Mission order.
3. **Visiting family or private visit visa**
 - An invitation Letter signed and notarized from Côte d'Ivoire.
 - A confirmed accommodation or hotel booking (as appropriate).
4. **Tourist visa**
 - A confirmed accommodation or hotel booking;
 - Proof of financial means of support: a recent statement of your current bank account or traveller's cheques. A minimum of 50,000FCFA per day per person is required.
5. **Student or research visa**
 - An enrolment certificate or pre-enrolment certificate from a university or a public institution + proof of payment ;
 - The latest certificate of education or the latest school ID card and the latest diplomas obtained. For A Level students, the transcript showing PASS for the Baccalaureate or A Level exam;
 - Proof of accommodation : Tenancy agreement if accommodation is rented, Accommodation statement if rent is free (photocopy of national identity card or residence card of the host and a certificate of residence), statement from the CROU (campus housing agency) if campus housing;
 - Proof of financial means of subsistence for the duration of stay: a scholarship certificate stating the amount and duration of the scholarship, or 1,000,000FCFA per annum; provide for this purpose a statement certifying that the amount was deposited in an Ivorian bank account, or a certificate of means of support + photocopy of the identity card of the financial respondent + bank transfer order + the 3 latest pay slips of the financial respondent;
 - Commitment to take out medical insurance covering sickness and maternity if the visa is granted.

NB: Notwithstanding the items listed above, the Embassy reserves the right to request other additional documents if necessary.