Dear Applicant,

Thank you for choosing Key Travel to handle your visa application to Tanzania

Your visa pack contains:

- Embassy Information
- Visa requirements for Business and Tourist visa applications
- Application form.
- 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

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
Important Information

- It is now mandatory that all applicants applying for a Business visa will need to provide a letter of invitation from their inviter in Tanzania.

- **NEW RULING:** Applicants who state anything other than "business discussions" on the documentation must apply for a business (Assignment) visa.

  A business (Assignment) visa is required by all those who intend to visit Tanzania for purposes of making feasibility studies, establishing professional and business contacts and making arrangements for investments during the start-up period. There are no specific guidelines issued by the High Commission regarding the issuance of business visas, it is on a case by case scenario and the High Commission's decision will be final. Fees for a Business Assignment visa can be found in the fees listed below.

- As of 12th April 2016, the Tanzania High Commission have new rulings. Any business applications are being treated on an individual bases. If the embassy issue the applicant a standard tourist visa, the applicant must apply for a permit to conduct business from the immigration office in Tanzania on arrival.

- Applicants who state anything other than "business discussions" on the documentation supplied risk being asked to get a “Carrying on Temporary Assignment” (CTA) permit costing US$200.00 by immigration upon arrival.

  A CTA is required by all those who intend to visit Tanzania for purposes of making feasibility studies, establishing professional and business contacts and making arrangements for investments during the start-up period. The Issuance of a CTA is at the sole discretion of the Immigration officer in Tanzania, Key Travel cannot influence any decision made by them or the embassy.
• Visas for Tanzania can be obtained on arrival, Please check with our reservation staff; however Key Travel strongly recommends getting visa prior to travel.

• The Tanzania embassy no longer issue Business Single entry visa.

• Volunteering, Research, Studies and Medical Elective permits: these are issued by Immigration services in Tanzania only. Contact your host organisation to arrange it for you. Applicants can apply for an entry visa to Tanzania here in the UK; this visa can be a tourist or business depending on the arrangements made by the host organisation. Apply for a business visa if host has not arranged an exemption certificate or permit on arrival. Note in Tanzania you will be required obtain a permit to engage in your respective activity

• 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

• One fully completed application form
• Please also include a photocopy of completed form.

Passport – The applicant’s actual passport - This must

• Must be valid for 1 year from date of entry into Tanzania.
• Must have at least three blank 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.
• 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
Letter of Invitation – from the company the applicant is visiting. A copy is acceptable.

- Be on company headed paper
- Include the full name of the applicant
- State the purpose of journey
- Specify the type of visa and number of entries required.

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 and sent with your application to Key Travel
- Please ensure all field are completed and the form is signed.
- If a Key Travel booking form is not complete this can result in a delay to the process of your visa.
- This form can be found within the pack.

Processing Time

- Standard - 3 working days
- Express - 24 Hours
- Same Day - Please note if you require your application collected the same day additional fees will occur.

Fees

<table>
<thead>
<tr>
<th>Visa Type (Validity)</th>
<th>Standard Fee</th>
<th>Express Fee</th>
<th>Same Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple Entry (6 months)</td>
<td>£80.00</td>
<td>£90.00</td>
<td>£100.00</td>
</tr>
<tr>
<td>Multiple Entry (12 months)</td>
<td>£100.00</td>
<td>£110.00</td>
<td>£120.00</td>
</tr>
<tr>
<td>Business Assignment Visa</td>
<td>£182.70</td>
<td>£192.85</td>
<td>£203</td>
</tr>
</tbody>
</table>

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

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

Passport – The applicant’s actual passport – This must

- Must be valid for at least 6 months from date of application
- Must have at least three blank 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

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:

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- Please ensure all field are completed and the form is signed.
- If a Key Travel booking form is not complete this can result in a delay to the process of your visa.
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- Standard - 3 working days
- Express - 24 Hours
- Same Day - Please note if you require your application collected the same day additional fees will occur.

Fees

<table>
<thead>
<tr>
<th>Visa Type (Validity)</th>
<th>Standard Service Fee</th>
<th>Express Service Fee</th>
<th>Same Day Service Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Entry (2 months)</td>
<td>£40.00</td>
<td>£50.00</td>
<td>£60.00</td>
</tr>
<tr>
<td></td>
<td>£70.00</td>
<td>£80.00</td>
<td>£90.00</td>
</tr>
<tr>
<td>---------------</td>
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</tr>
<tr>
<td>Double Entry (3 months)</td>
<td></td>
<td></td>
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</tbody>
</table>
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
Visa Booking and Payment Form

In order for us to process your application, this completed form must accompany the documents you send to us. We recommend you send all documents by courier or recorded delivery.

Please address your documents to:

Visa Department, Key Travel, 28-32 Britannia St, London, WC1X 9JF

We open all post as soon as it arrives, and will advise that your documents are received as soon as possible. Please note that Royal Mail Special Delivery can arrive any time up to 1pm, and you can use their online tracking service to track your delivery.

Key Travel can also provide a bespoke courier collection service – please contact us for details and pricing.

<table>
<thead>
<tr>
<th>Contact information – please provide your details as the person organising this application.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisation &amp; department:</td>
</tr>
<tr>
<td>Contact name:</td>
</tr>
<tr>
<td>Contact telephone number:</td>
</tr>
<tr>
<td>Contact email address:</td>
</tr>
</tbody>
</table>

Date you require passports back in your possession. Your application will be processed in line with this date:

<table>
<thead>
<tr>
<th>Form of payment – please choose either invoice or card payment, and complete the relevant section below.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Payments</td>
</tr>
<tr>
<td>Code 1</td>
</tr>
<tr>
<td>Code 2</td>
</tr>
<tr>
<td>Code 3</td>
</tr>
<tr>
<td>Code 4</td>
</tr>
<tr>
<td>Code 5</td>
</tr>
<tr>
<td>Code 6</td>
</tr>
<tr>
<td>Code 7</td>
</tr>
<tr>
<td>Code 8</td>
</tr>
</tbody>
</table>

Tick here if paying by credit card:

Please note a 2% surcharge applies for credit card payments. No fee applies for debit card payments.

Tick here if paying by debit card:

If paying by invoice, all payment codes relevant for your organisation must be provided at this stage. For example, if your organisation uses 4 payment codes in total, please leave codes 5, 6, 7 and 8 blank. Key Travel cannot be held responsible for delays or costs associated to the provision of incomplete or incorrect payment code details. Invoices will only be generated once the visa has been granted.

Key Travel is also pleased to accept payment for your visa application by card payment. Note that payment must be made to the visa team either by calling us on 0207 843 9678 or in person at our London office before documents are returned to you.

If you already have a Key travel HD visa ref for this application, provide it here: HD

(if not please leave this section blank)
<table>
<thead>
<tr>
<th>First traveller name:</th>
<th>Country to be visited:</th>
<th>Visa type required (business, multiple entry, etc)</th>
<th>Express processing:</th>
<th>Standard processing:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Second traveller name:</th>
<th>Country to be visited:</th>
<th>Visa type required (business, multiple entry, etc)</th>
<th>Express processing:</th>
<th>Standard processing:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Third traveller name:</th>
<th>Country to be visited:</th>
<th>Visa type required (business, multiple entry, etc)</th>
<th>Express processing:</th>
<th>Standard processing:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Fourth traveller name:</th>
<th>Country to be visited:</th>
<th>Visa type required (business, multiple entry, etc)</th>
<th>Express processing:</th>
<th>Standard processing:</th>
</tr>
</thead>
</table>

For groups of 5 or more, please affix additional sheet(s) containing names, genders and nationalities, or contact us in advance to discuss.

If you have a Key Travel flight reference / PNR / Trip ID for any of the above travellers, please list them here, and indicate which it applies to:

Key Travel provides a comprehensive review of your application free of charge before lodging with the embassy. Should you wish, we are also able to make amendments on your behalf where necessary to ensure a smooth application process. Your visa consultant will discuss these options with you as and when they are necessary.

In order for us to lodge an application the following day, we must receive documents before 4pm. Should you require a fast turnaround, and time is short, if we receive documents before 9.30am, we are still able to lodge the same day under our priority service at an additional cost of £30.00 + VAT.

Please tick here if you would like to use our priority service at an additional cost of £30.00 + VAT :

In order to meet your deadlines, further embassy express charges or additional courier charges may become applicable, and we will keep you informed of these over the course of the application.

Special instructions – please indicate below if there are special requirements which you have discussed with us:
Return instructions – please tell us to where and to whom you would like the documents returned.

For the attention of:

Company name: 

Address & post code: 

<table>
<thead>
<tr>
<th>Delivery Option</th>
<th>Information</th>
<th>Tick here</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courier bike delivery to address, or meet and greet at a specified location</td>
<td>Recommended for very urgent applications, when time is short</td>
<td></td>
</tr>
<tr>
<td>Royal Mail Special Delivery next working day by 1pm</td>
<td>Passports dispatched via Special Delivery when 3 or more working days are available after visa is granted, and before the date passport must be back in your possession.</td>
<td></td>
</tr>
<tr>
<td>Royal Mail Special Delivery Saturday service by 9am</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DHL UK Overnight service</td>
<td>By 9:00</td>
<td></td>
</tr>
<tr>
<td>DHL Overseas service</td>
<td>By 12:00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>By 17:00</td>
<td></td>
</tr>
<tr>
<td>Collect from Key Travel London office</td>
<td>Available between 8.45am - 17:30pm Monday - Friday</td>
<td></td>
</tr>
</tbody>
</table>

- 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.
- Cancellation fees may apply if you decide not to progress your application, depending on what stage it is up to with the Embassy.
- Key Travel shall not be held liable for costs associated with any of the following:
  - Any loss, damage, retention or delay in returning any documents 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 delivery of documents.

I have read and agreed to the above. I give permission/I have obtained traveller permission to disclose my/their personal data to Key Travel and the relevant third parties in order to obtain the applicable visa(s).

Signed: 

Date: 

Have you...

- Included the correct number, and correct size of photographs with your application?
  - Signed and dated all application forms?
- Ensured all supporting documents are correctly addressed to the embassy?
  - Included complete payment instructions?
THE UNITED REPUBLIC OF TANZANIA
VISA APPLICATION FORM

Tanzania High Commission Tel: 0207 569 1481/86/87 (Strictly for visa enquiries only)
3 Stratford Place Tel: 0207 569 1470 (General enquiries)
London W1C 1AS Fax: 0207 495 8817
Email: visa@tanzaniahighcommission.co.uk
Web: www.tanzaniahighcommission.co.uk

CONSULAR SECTION SCHEDULE:
10:00am – 12.30pm Visa Application Only
14.00pm – 15.30pm Visa Collection Only

PLEASE COMPLETE THE FORM IN CAPITAL LETTERS

Type of Visa: Tourist: ☐ Single ☐ Double ☐ Business: ☐ Multiple 6Months ☐ Multiple 1Yr

1. Title: ........ Surname Name: ...................................... Given Names: .................................................................
   Gender: ☐ Male ☐ Female
   Marital Status: .......................................................................................................................................................

2. Nationality at Birth.......................................................................................... Present Nationality.................................................................
   Passport No: ........................................ Place of Issue: ......................... Date of Issue: ................. Expire Date: ..............................................
   Residence Address: .............................................................. Post Code: .................................................................
   Tel No: .............................................................. Mobile No: ................................................ Email: .................................................................

3. Date of Birth: ................. Place of Birth: ........................................ Country of Birth: .................................................................

4. Occupation: .............................................................. State Your Employer/University/College .................................................................
   Address: ................................................................................................................................ Post Code: .................................................................
   Tel: .................................................................................................................

5. Mean of Financial Support (Self/Company/Other (Specify): .................................................................
   Date of Departure from Tanzania: .................................................................

6. Name of Tour Company if Any: .................................................................
   Address: ................................................................................................................................
   Tel No: .............................................................. Fax: .............................................................. Email: .................................................................

APPLICANT’S SIGNATURE .............................................................. DATE ..............................................................

NOTE:
- It is illegal to work or conduct business with a Tourist Visa.
- A Tourist Visa is for single or double entry to the United Republic of Tanzania; Double entry Visa if you are travelling outside East Africa and re-entering the Country.
- Visa is valid from the date of issue. We do not Issue post-dated Visas.
- Multiple entry Visas are issued for Business only. The Maximum stay in Tanzania for each visit is 3 Months.
- Referred Visa and Travel Document Holders: Approval of Visa is issued at the Immigration Headquarters in Dar-Es-Salaam. Please apply through the High Commission and inform your host in Tanzania.

FOR OFFICIAL USE ONLY
VISA NO: ..............................................................
ERV NO: .............................................................. CONSULAR OFFICER ..............................................................
FEES PAID: .............................................................. SIGNATURE ..............................................................
DATE ISSUED: ..............................................................
DAYS GRANTED: .............................................................. VISA REJECTED AND REASONS: ..............................................................