

**FOR OFFICIAL USE**

Reference: 2017 /

Received Date:

Forwarded Date:

Passport Required on:

Departure Date:

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ


**MINISTRY OF FOREIGN AFFAIRS  
MALE', REPUBLIC OF MALDIVES**

Please fill in block letters.

Please attach a copy of this Form.

Photos should be affixed where designated.

Originals should be separated from copies.

**VISA FACILITATION FORM**
**1- DETAILS OF APPLICANT:**

1.1 Full Name:	1.2 Passport No:
1.3 Passport Type: <input type="checkbox"/> Ordinary <input type="checkbox"/> Official <input type="checkbox"/> Diplomatic	1.4 Sector: <input type="checkbox"/> Official <input type="checkbox"/> Private
1.5 Office / Company Name:	1.6 Designation:

**2- CONTACT DETAILS OF APPLICANT:**

2.1 Address:	2.2 Mobile No.:
2.3 Email:	2.4 Telephone No.:

**3- DETAILS OF REQUIRED VISA:**

3.1 Country:
3.2 Visa Category: <input type="checkbox"/> Visit / Holiday <input type="checkbox"/> Official <input type="checkbox"/> Business <input type="checkbox"/> Transit <input type="checkbox"/> Seminar <input type="checkbox"/> Study Tour <input type="checkbox"/> Training <input type="checkbox"/> Workshop <input type="checkbox"/> Meeting <input type="checkbox"/> Conference <input type="checkbox"/> Student <input type="checkbox"/> Dependant <input type="checkbox"/> Other / Detail: .....
3.3 Entry Requirement: <input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Multiple    No of Days <input type="text"/> Duration: .....

**4- MATERIALS SUBMITTED:**

4.1 Supporting Documents: <input type="checkbox"/> Valid Passport <input type="checkbox"/> PP Photos <input type="text"/> <input type="checkbox"/> Filled Application Form <input type="checkbox"/> Itinerary <input type="checkbox"/> Invitation Letter <input type="checkbox"/> Sponsor Letter <input type="checkbox"/> Reference Letter <input type="checkbox"/> Medicals <input type="checkbox"/> Bank Statement <input type="checkbox"/> Accommodation <input type="checkbox"/> Certificate Copies <input type="checkbox"/> Bank Draft <input type="checkbox"/> Photocopies of documents / materials <input type="checkbox"/> Bank Draft Amount: .....
Other: .....

5- **DETAILS OF DEPARTURE:**

5.1 Departure Date:	5.2 Flight:
5.3 Time:	5.4 Passport Required Date:

6- **CONTACT PERSON:**

6.1 Name:	6.2 Mobile:
6.3 Office / Company:	6.4 Designation:
6.5 Email:	6.6 Telephone No:
6.7 Address:	

7- **TERMS AND CONDITIONS:**

<p>7.1 The applicant is responsible for the accuracy of information provided and for completing the application form properly where relevant and applicable.</p> <p>7.2 The Ministry does not verify the information provided by the applicant.</p> <p>7.3 The assessment of visa application is carried out by the relevant Mission of the country that the applicant is requesting to visit.</p> <p>7.4 Since the grant or refusal of visa is at the sole discretion of the relevant Mission, the Ministry cannot request the Mission to re-consider its decision if visa application is rejected, or request for a clarification of its decision if none is provided.</p> <p>7.5 The pertinent Mission has the right to ask for further information, documentation and materials from the applicant. The Mission also has the right to instruct the applicant to make appearance despite submitting all necessary documentation / materials. In both cases, those required must be fulfilled promptly and as advised by the Mission.</p> <p>7.6 The compilation of the application set, inclusive of all required materials, should be complete and meet the conditions detailed in the Checklist or should fit the relevant Mission's criteria. Incomplete applications will not be accepted by the Ministry.</p> <p>7.7 The Ministry will not accept application that does not fit the processing time frame, unless the applicant consent to take the full responsibility for any visas not issued on time.</p> <p>7.8 Once the application is forwarded to the relevant Mission, the Ministry cannot check the application's status within the processing period, or request the application to be fast tracked.</p> <p>7.9 Retrieval &amp; Dispatch of Visa obtained Passport will depend on the logistical options available to the Ministry at the given time.</p> <p>7.10 The Ministry undertakes the visa facilitation as a service. The applicant has the option to lodge the application to the relevant Mission without any engagement of the Ministry.</p>
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**I / We fully understand and accept the Terms & Conditions stipulated above and hereby agree to adhere to those, whilst confirming that the information provided with this request are true.**

Name:	Date:
Designation:	Signature:



Stamp