



## 3 simple steps to get your visa



### Fill the forms in

Please gather all the required documents (accordingly to the attached visa checklist), and kindly fill the forms in. If you have any doubts please feel free to contact us.



### Deliver them to us

Double check you have all the required documents (accordingly to the attached visa checklist). Put them into envelope and deliver to us. We will check your application and lodge it with embassy.

#### All Postal deliveries:

PO BOX 5690  
London  
W1A 5UY

#### Courier or in person deliveries

Office 325  
Linen Hall  
162-168 Regent Street  
London W1B 5TE



### Collect your visa

When we collect and check your visa from the embassy, we will get in touch with you to confirm you were awarded visa. Then we will schedule despatch of your passports with visa back to you.

## **TANZANIA BUSINESS ASSIGNMENT (WORK B3) NORMAL VISA FOR UNITED KINGDOM NATIONALS**

- Employers letter
  - State the applicants full name.
  - Passport number and Nationality.
  - Address it to the Embassy and include the following points:
    - State the purpose of the trip and details of the agenda
    - Details the nature of the meetings
    - State who is financially responsible.
    - State who is being visited
    - Specify the requested number of entries
    - Specify the length of visa required
- Business are issued only as multiple entry.
  - On a 1 year is valid for 360 days (not 365 days).
  - On a 1 year visa you may stay for 6 months trip. You can enter within the validity of the visa and still stay for 6 months.
- Photograph
  - 2 original photos of photo booth quality on an off whitish background. The photos can be stapled either side of the face to the form.
- Regent Visas Order Form
  - You will find this in our document pack.
- Important information:
  - A visa on arrival maybe purchased on arrival for this national, provided holding travel documents valid for at least one month beyond the period of intended stay.
- Visa Application Form
  - Print and complete by hand in black ink.
  - You will find a link to the application form in our document pack.
- Passport
  - Has to have at least two blank visa pages (they do not have to be opposite each other).
  - This must have a minimum of 12 months to run from date of entry into Tanzania.
- Invite letter from company in Tanzania
  - It can be a scanned copy
  - Address it to the Embassy and include the following points:
    - State the purpose of the trip and details of the agenda
    - Details the nature of the meetings
    - State who is being visited
    - State applicants full name.
- Supply a photocopy of the Passport Bio page.

# REGENT VISAS ORDER FORM

## CONTACT NAME

## TELEPHONE NUMBER

## ADDRESS

Line 1	<input type="text"/>
Line 2	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
Postcode	<input type="text"/>

## EMAIL ADDRESS

## ONLY COMPANY

Company name	<input type="text"/>
VAT NO.	<input type="text"/>
Purchase order No.	<input type="text"/>

## APPLICANT DETAILS:

No.	Name and Surname	Nationality	Passport number
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>

## VISA DETAILS:

No.	Visa type	Visa service type	Date of travel	Documents required by
1.	<input type="text" value="Tanzania Business Assignment (Work B3)"/>	<input type="text" value="Normal"/>	<input type="text"/>	<input type="text"/>

## DISPATCH METHOD

In Person	<input type="radio"/>
Special Delivery	<input type="radio"/>
To Be Confirm	<input type="radio"/>
Pre-paid RMSD Enclosed	<input type="radio"/>
Pre 9am Special Delivery	<input type="radio"/>
Saturday Special Delivery	<input type="radio"/>
Saturday 9am Special Delivery	<input type="radio"/>
Courier	<input checked="" type="radio"/>

## PAYMENT METHOD

Cash (in person upon collection)	<input type="radio"/>
Cheque (Please enclose cheque to this form)	<input type="radio"/>
Paypal	<input type="radio"/>
BACS	<input type="radio"/>
Card	<input type="radio"/>

## CARD NO.

## SECURITY CODE:

## CARD TYPE:

☐ VISA

☐ VISA DEBIT

☐ MAESTRO

☐ MASTER CARD

☐ AMERICAN EXPRESS

## VALID FROM DATE:

## EXPIRY DATE:

PRINT NAME

SIGNATURE

DATE