



## 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.

## ANGOLA WORK STANDARD VISA FOR UNITED KINGDOM NATIONALS

- Passport
  - It must have two consecutive blank sheets (equivalent to four consecutive blank pages).
  - Must be valid more than six months.
- Supply a copy of the Bio page(s).
- Photographs
  - Supply 3 photographs on an white background or photo booth quality.
  - Photos must not be older than 3 months.
- Proof of Residency
  - Provide original plus copy of UK Visa
- Copy of International Certificate of Vaccination.
  - It must show you have been vaccinated against Yellow Fever.
- Original Criminal Record Certificate
  - This is called an ACRO and must applied for online by the applicant.
  - It must be translated into Portuguese by a Notary. Regent Visas can organise this for you. Kindly add the product to your order.
  - Then this certificate then needs to be apostilled by the FCO. Regent Visas can organise this for you. Kindly add the product to your order.
  - This document must then be legalised by the Angolan Embassy before it can be submitted for the Work visa. Regent Visas can obtain the Angolan legalisation on your behalf. Kindly at this product to your order.
- Visa Application Form
  - You will find a link to the application form in our document pack.
- Curriculum Vitae
  - It must be translated in to Portuguese by a Notary. Regent Visas can organise this for you. Kindly add the product to your order.
  - Then this certificate then needs to be apostilled by the FCO. Regent Visas can organise this for you. Kindly add the product to your order.
  - This document must then be legalised by the Angolan Embassy before it can be submitted for the Work visa. Regent Visas can obtain the Angolan legalisation on your behalf. Kindly at this product to your order.
- Certificate of Educational or Professional Qualifications
  - It must be translated into Portuguese by a Notary. Regent Visas can organise this for you. Kindly add the product to your order.
  - Then this certificate then needs to be apostilled by the FCO. Regent Visas can organise this for you. Kindly add the product to your order.
  - This document must then be legalised by the Angolan Embassy before it can be submitted for the Work visa. Regent Visas can obtain the Angolan legalisation on your behalf. Kindly at this product to your order.
- Medical Certificate
  - This must show you have no infectious diseases.
  - Regent Visas can organise the appropriate Medical for you. Kindly add the product to your order.
  - It must be translated into Portuguese by a Notary. Regent Visas can organise this for you. Kindly add the product to your order.
  - Then this certificate then needs to be apostilled by the FCO. Regent Visas can organise this for you. Kindly add the product to your order.
  - This document must then be legalised by the Angolan Embassy before it can be submitted for the Work visa. Regent Visas can obtain the Angolan legalisation on your behalf. Kindly at this product to your order.
- International Certificate of Vaccination
  - Must have Been vaccinated against Yellow Fever.

## ANGOLA WORK STANDARD VISA FOR UNITED KINGDOM NATIONALS

- Letter from the Contractor addressed to the Consulate General of the Angola in London. A copy must also be sent to the Serviço de Migração e Estrangeiros (SME) in Luanda, requesting the work visa and stating that they will be responsible for the stay and repatriation of the applicant.
  - The letter should include the following applicant's details:
    - Applicants Full Name
    - Nationality
    - Birth Date
    - Place of Birth
    - Passport Number
    - Passport Expiry Date
    - Occupation
    - Name of Employer
- Statement of Commitment to Abide by the Angolan Laws, with signature recognised by Public Notary and legalised by this Consulate General
  - The template is included in our downloadable pack.
  - The applicant will need to organise seeing a Notary themselves.
  - This document must then be legalised by the Angolan Embassy before it can be submitted for the Work visa. Regent Visas can obtain the Angolan legalisation on your behalf. Kindly at this product to your order.
- Work Contract or Work Contract Promise made by the contracting company in Angola and verified by an Angolan Notary.
- Endorsement issued by the Ministry of Public Administration, Employment and Social Security (Ministério da Administração Pública, Trabalho e Segurança Social), for the cases where the contracting company is from the public sector.
  - This document can only be obtained after a copy of the Letter from the Contractor has been sent to the Serviço de Migração e Estrangeiros (SME) in Luanda
- Endorsement issued by the Body Trusteeship (Órgão de Tutela) ruling the activity, for the cases where the contracting company is from the private sector.
  - This document can only be obtained after a copy of the Letter from the Contractor has been sent to the Serviço de Migração e Estrangeiros (SME) in Luanda
- Companies and private institutions must also present the following (a photocopy is acceptable):
  - Business License (Alvará);
  - Diário da República containing the publication of the constitution of the contracting company, up-to-date and readable;
  - Documento de Arrecadação de Receitas (D.A.R.), readable and up-to-date.
- Provide a photocopy of every Document being lodged
- Regent Visas Order Form
  - You will find this in our document pack.
- Important points:
  - Work Visas are valid for one year from date of issue.
  - The Embassy will advise Regent Visas when the visa is ready to collect.

# 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="Angola Work"/>	<input type="text" value="Standard"/>	<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