

POSTAL ADDRESS & CONTACT DETAILS:

VISASMART TS LTD
FALCON HOUSE, 19 DEER PARK ROAD
WIMBLEDON, LONDON
SW19 3UX
PHONE: 02045139940
EMAIL: admin@visasmart.co.uk



BURUNDI BUSINESS VISA APPLICATION PACK

Please supply this form, fully completed (typed or by hand), with all documents in the checklist below. Failure to provide any of the documents will result in a delay to your application. All forms must be printed and signed.

If you are sending multiple applications at the same time and the return address is the same for all applicants, you only need to provide one request form per party.

1. CHECKLIST OF DOCUMENTS YOU MUST SEND

ORIGINAL PASSPORT - with a minimum of 6 months validity & 2 blank pages.

APPLICATION FORM - this must be completed at <https://burundiembassy.co.uk/visa-application/> -Please ensure you print and sign the submitted form.

2 UK PASSPORT PHOTOS

UK RESIDENCY - holders of EU member states must provide a copy of at least 2 of the following documents (no older than 3 months); recent utility bill & recent bank statement whilst nationals of other countries must provide a UK visa/residence permit that is valid for at least 6 months.

COPY OF RETURN FLIGHT ITINERARY

A COPY OF A YELLOW FEVER VACCINE CERTIFICATE

LETTER OF INVITATION FROM BURUNDI ORGANISATION

LETTER OF GUARANTEE FROM EMPLOYING COMPANY

2. SERVICE OPTIONS

BURUNDI 1 MONTH SINGLE ENTRY (£60.00 + service fee £90.00 VAT inclusive)

BURUNDI 1 MONTH MULTIPLE ENTRY (£70.00 + service fee £90.00 VAT inclusive)

3. RETURN OPTIONS

ROYAL MAIL SPECIAL DELIVERY BY 1PM (£9.50)

DHL EXPRESS (FROM £45.00)

OWN PREPAID, ADDRESSED ENVELOPE - please note that we will not return any passport via 1st class post.

PERSONAL COLLECTION - we will inform you when the passport is available for collection & book an appointment for you.

4. CONTACT DETAILS & RETURN ADDRESS

APPLICANT NAME

NAME OF CONTACT - for your security, we will only correspond with the named party on this form regarding the application

CONTACT PHONE & EMAIL

RETURN ADDRESS

5. DECLARATION

I CONFIRM ACCEPTANCE OF THE TERMS & CONDITIONS AS WELL AS THE PRIVACY POLICY FOR VISASMART TRAVEL SOLUTIONS LTD. I ACKNOWLEDGE THAT NO GUARANTEE CAN BE PROVIDED AND THAT THE DECISION RESTS WITH THE GOVERNING BODY BEING APPLIED.

SIGNATURE

DATE

INFORMATION FOR THE BURUNDI VISA SERVICE

You can apply no more than 3 months before your planned arrival date. Once the embassy has begun the process, the passport will be unavailable until the process is complete.

This embassy will only process applications for UK nationals or residents.

Processing time in the embassy is usually 15 business days but can take longer. We advise that you do not confirm any flight booking until your visa has been confirmed.

When your documents have been received, we will check that they are correct before contacting you (via the email address provided) to confirm receipt and provide your invoice. If you prefer to send your cheque or postal order with your documents, you can, however, we request that no payment is made before we can check that everything is in order. Payments can be made by PayPal, Bank Transfer, cheque or postal order. Please note that we do not begin to process your request until your payment has been made. All fees are per person.

When you receive the email to confirm when your documents have been received, it will contain your unique reference number. For all queries during your process, you must quote this reference number or we will not be able to provide information. This is to protect your security. We will only email with additional instruction or to confirm the return details for your passport which will contain your visa inside.

You must check your visa on receipt & advise immediately if there are any queries.

You will only receive email updates if there are any delays.

For our terms and conditions, please see our website, www.visasmart.co.uk. By using our services, you are agreeing to all terms.

Return methods carry their own terms and conditions. It is your own responsibility to view them on the respective service sites before making your selection.