



EMBASSY OF SIERRA LEONE GENEVA, SWITZERLAND

Please find attached herewith the visa application form and the fees list for a visa application to Sierra Leone.

The following documents are required to be submitted:

1. A signed and completed **Visa Application Form**;
2. A passport valid for at least six (6) months from last day of intended stay in Sierra Leone;
3. A photocopy of the first page of the applicant's passport;
4. A photocopy of a valid residency document: (for example: a Swiss Permit or a Legitimation card / *Carte de Légitimation*);
5. Two (2) recent (3months or less) coloured passport-size photographs with a light background;
6. Hotel reservation for the duration of your stay or a letter of invitation if staying with someone in Sierra Leone;
7. The original version of the letter from the employer stating applicant's position, purpose of travel and signature (**for business visas**);
8. A copy of the applicant's travel itinerary (flight reservation or other);
9. Submission of self-addressed registered envelope (**6.30 CHF**), in case the passport should be returned by post to the visa applicant;
10. A copy of certificate of vaccination against yellow fever. The yellow fever vaccine has a 10-year expiry date from the date which the vaccine becomes valid;
11. Evidence of funds or bank statement for the duration of your stay in Sierra Leone;
12. Proof of payment from your bank: Please ensure that your bank provides you with a receipt which you should attach to your visa application form;
13. Visa fee: please see the **Fees section** attached herewith for prices and payment instructions. **Payment should be made directly to the Embassy of Sierra Leone's bank account - as provided below.**

Please note that **the standard application for a visa** takes three working days from date of receipt of hard copy of the application and **the validity of visa starts from the date of issuance and not from the date of travel.**

The Embassy of Sierra Leone in Geneva offers the possibility to obtain an **express visa service** if the applicant needs to get a visa issued *within 24 hours* and charges an added fee of **CHF 100** per application, over and above the normal visa fees fixed by the Embassy of Sierra Leone for travel emergencies only. Alternatively, **CHF 50** is charged if the applicant wishes to get a visa within *two* working days for travel emergencies only.

In order to obtain an **express visa** kindly follow the normal procedure (point 1 to 11). In addition to the said requirements, all express visas (CHF 100 or CHF 50) are **payable in cash to the Visa Section upon depositing your visa request.**



**EMBASSY OF THE REPUBLIC OF SIERRA LEONE TO
THE UNITED NATIONS IN GENEVA**

VISA FEES

Entry visas are valid for a period ranging from three to twelve months. The following are visa types available:

Single Entry	Multiple Entry	Diplomatic
Single Entry	Three Months	CHF 180.00
Multiple Entry	Six Months	CHF 250.00 *
Multiple Entry	Twelve Months	CHF 360.00 *
GRATIS/ COURTESY	Diplomatic, UN Laissez Passer and Official/Service Passports (on official assignment)	FREE

Please read attentively, and follow ALL guidelines given on the visa application form.

A minimum of three to five working days are required for ALL visa application processing.

Payment must be made before the submission of duly completed Visa Application Forms.

Please make sure your payment amount is correct.

In the case of an emergency, passports will be returned to the applicants for the requested entry dates only when a valid payment receipt is presented.

ALL VISA FEES ONCE PAID, ARE NOT REFUNDABLE, WITHOUT ANY EXCEPTIONS.

Method of Payment

Deposit or Bank Transfer – Permanent Mission of Sierra Leone

IBAN- CH590027927910763202B

Bank Name - Union de Banques Suisse(UBS)

Bank Account Number- 027900107632

BIC – UBSWCHZH80A

Permanent Mission and Embassy of
the Republic of Sierra Leone
Avenue de Budé 16
1202 Geneva, Switzerland
mission@sierraleonegeneva.ch

Visa Section. Opening hours: 10:00-12:00 and from 14:30-17:00

*Multiple entry visas will only be issued in cases where proof of the need for multiple trips is substantiated in the supporting letter of invitation from a government agency, a recognized local institution or a registered business in Sierra Leone.



EMBASSY OF THE REPUBLIC OF SIERRA LEONE

VISA APPLICATION FORM

Surname: Mr./Mrs./Miss: _____

Christian and Other Name: _____

Sex: _____

Civil Status: _____

Present Address: _____

Nationality: _____ Telephone: _____

Place of Birth: _____ Date of Birth: _____

Occupation: _____ Employer: _____

Passport No: _____ Place of Issue: _____

Date of Issue: _____ Expiration Date: _____

Issuing Authority: _____

Purpose of Visit: _____

Intended date of Arrival in Sierra Leone: _____ Duration of Stay: _____

Contact address or contact person in Sierra Leone: _____

Date: _____

Signature of Applicant

FOR OFFICIAL USE

Referenced No. of Approval from Freetown (if necessary) _____

Working Permit No. (if required) _____ Visa Entry Permit No. _____

Valid up to _____ Fee Paid (if any) _____

General Receipt No./Date of Issue _____

SIGNATURE OF ISSUING OFFICER

Please attached certificate of vaccination for Yellow fever, also, photocopies of proof of availability of sufficient funds for intended duration of stay in Sierra Leone. Beware: Perjury is a crime. Any deliberate misrepresentation or false declaration will be dealt with to the full extent of applicable laws.