



## **How to apply for a Visa and what you need for a Work Permit!**

**Please read carefully as obtaining a visa is the volunteers responsibility and failure to obtain the correct Visa may result in you not being able to volunteer.**

### **A few words of Warning:**

You will need a B3 Class Visa. When applying for your visa in the UK it is vital that you get a B3 Visa. This is the only type of visa which can be used for volunteering. Unfortunately the Tanzanian embassy website offers very little information on the subject but from there you can get a downloadable generic visa application form and check opening hours of the office.

There have been a several cases where despite volunteers clearly stating that they need B3 visas A1 visas have been issued to them. It is vital that the B3 Visa is obtained before leaving the UK!

### **Getting your Visa**

The B3 visa is a business class visa so please tick that box/circle that word on your application form. . The first and probably easiest is to visit the embassy in London the address is Tanzanian Embassy, 3 Stafford Place, London, W1C 1AS. We recommend this if possible as it will minimise errors. If you pick the visa up in person you will need to visit the embassy twice. The first visit to submit your application and the second to pick up your visa. It takes them 3 working days to have your visa ready – they will keep your passport for this time. When handing in your application form tell the clerk whom you hand your form to that you need a B3 visa. There may also be the option to post your application and stress you will collect it in person, this is best to check over the phone. This will give you the chance to check that no errors have been made while you are at the embassy.

If you are unable to visit the embassy then please add a covering letter to your application stating clearly that you need a B3 visa as you intend to volunteer once you arrive in Tanzania. If applying by post then expect a 10 day turnaround.

You will also need to ensure you have a copy of the letter V2V issues to say you are volunteering with us. Without that you will not be given a visa.

On the application form they will require you to provide a contact in Tanzania and an address: Please put Village-to-Village Tanzania phone number: 00255759216480 (Darran's Mobile number) and V2V-Tz, Po Box 7411, Moshi Tanzania as the address.



### **When you receive your Visa**

Please check your visa carefully when your passport is returned to you, if you find that it is a A1 visa then call the Tanzanian embassy immediately and they should be able to either send you a covering letter that will allow your A1 visa to act as a B3 or if time allows, they will let you post your passport back and they will change the Visa so that it is correct..

### **Getting your Work Permit**

Once you arrive in Tanzania we will go with you to immigration to convert your B3 visa into a B3 work permit.

To turn your B3 visa into a B3 work permit you will need to bring with you:

- Your passport containing a B3 Visa
- A photocopy of your highest qualification (A Level, Degree etc)
- An up to date copy of your CV
- 6 passport size photographs.
- A photocopy of the photo page of your passport
- A photo copy of your B3 visa page in your passport
- \$120 USD

As with the Visa, failure to provide any of the above list may well mean that your work permit application is denied. If this is the case then Village-to-Village will take no responsibility for any costs incurred and no refund will be made.