

*Embassy of Vietnam in Colombo (Consular Section)*

## **How to apply for a Vietnamese visa?**

### **I. Types of Vietnam Visa:**

#### **1. Tourist Visa**

The Vietnamese tourist visa is categorized as a C1 visa. The maximum validity is 30 days

#### ***Requirements for a Tourist visa***

- a. One completed application form with one passport-size photo affixed on the form. Please fill the form eligibly and accurately to avoid misinterpretation and to facilitate the visa processing. You will be responsible for the accuracy of the information you provide in the Application Form;
- b. Valid and original passport
- c. One photocopy of your Passport and flight return ticket
- d. Tour Itinerary with Vietnam organizer's contact details (name, address in Vietnam, telephone, email...)
- e.

#### **2. Business Visa**

- Bear the following codes: A3, B2, B3, or B4
- Can have validity of 1 month or 3 months

#### ***Requirements for a Business visa:***

- a. Letter from Vietnam employer or sponsor on company letterhead.

*Contact with their Vietnamese sponsor(s)/Business partner(s) and request them to arrange the visa authorisation for the applicant from the Immigration Department, Ministry of Public Security. To this end, the applicant should advise their Vietnamese sponsor(s)/Business partner(s) of the following information:*

- *Full name*
- *Date and place of birth*
- *Nationality (previous and present)*
- *Passport number and type, dates of issue and expiry of the passport*
- *Proposed dates of entry into and exit from Vietnam*
- *Type of visa requires (single /multiple)*
- *The Vietnamese mission from where the applicant would collect the visa.*

- b. One completed application form with one passport-size photo affixed on the Form. Please fill the form eligibly and accurately to avoid misinterpretation and to

facilitate the visa processing. You will be responsible for the accuracy of the information you provide in the Application Form;

c. A valid and original Passport:

*Original and valid PASSPORT which must have at least one-month validity after the expiry of the visa and one blank page left. Please keep note of your passport details in case you might need them while your passport is with the Embassy.*

d. A photocopy of Your Passport and Flight Return Ticket.

### **3. Diplomatic/official Passport:**

The Agreement was signed on July 21, 2003 and entered into effect on September 19, 2003. The exemption of visa includes exemption of visa for entry, exit and transit. The duration of stay subject to visa exemption begins from the date of entry. The contents of visa exemption agreed upon between Vietnam and Sri Lanka are as follows:

- Exemption of visa is granted to bearers of diplomatic passports or official passports with the stay duration not exceeding 90 days. The stay duration may be extended at the request of the concerned diplomatic mission or consular post.

- Exemption of visa during the whole tenure is granted to members of diplomatic missions or consular posts or representative missions at international organizations and their families' members bearing diplomatic passports or official passports.

### **4. "D" visa?**

- If you have NO counterpart or contact in Viet Nam and you wish to visit as an independent tourist or to explore the Vietnamese market and look for business prospective partners you are entitled to what we called Market Survey Visa.

- Market Survey Visa or "D" visa is a 15-Day Visa (single entry). You can stay in Vietnam up to 15 days counted from the date of your entry.

Requirement: ***Bring \$1000 in cash and show your return ticket.***

### **5. Other types (conference, meeting...):**

- When you are invited by a Vietnamese host to go to Viet Nam for conference, meeting, training, working, investment, etc.

- Your visa should be applied by your Vietnamese host organization.

## **6. How to process a visa?**

Upon receipt of the application, it takes FIVE working days by normal service for your passport(s) with the visa(s) to be ready for collection at the Embassy. EXPRESS SERVICE is available and incurs extra cost.

Once you have received your passport(s) with visa(s), please check carefully all the details. Should there be any discrepancies or errors, such as the dates of arrival/departure, the types of visas, please notify the Embassy immediately. If the errors are the consequences of the inaccuracy of the information you provided in the Application Form, the Embassy will not be responsible for them, and any additional costs that incur from remedy of the errors will be born solely by you. After the visa(s) have been stamped on your passport(s), if you want to change the dates of arrival/ the types of visas, you need to pay the extra costs. Please note that all payments are non-refundable, even if you want to cancel the visa(s) which have already been issued.

Visa application for children should follow the same procedures if the children hold their own passports. Children under 14 years of age are not required to sign the Application Form.

**For more details, please contact:**

***Embassy of Vietnam (Consular Section)***

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***Working hours: From 2pm-5pm (Monday to Friday)***