



Non-Citizen Entry Visa/Permit & Registration APPLICATION CHECKLIST

Revised 09/2024

Date Submitted: _____

Application Type:

Received By: _____

Entry Visa	New	<input type="checkbox"/>	Renewal	<input type="checkbox"/>
Non-Citizen Reg	New	<input type="checkbox"/>	Renewal	<input type="checkbox"/>

Applicants Name: _____

National: _____

Name of Ministry/Agency/Company/Program: _____

Visa Type:

Work Visa(E1) Temp-Work Visa(TE1)

X = required

	REQUIREMENTS	NEW	RENEW	ALN REG	COMMENTS	
1)	___ Application – completed, signed & dated	X	X			
2)	___ Non-Citizen Registration Application, completed, signed & dated	X		X		
3)	___ Passport – 6 mons validity	X	X	X		
4)	___ Passport Photos (2) – current, color	X	X			
5)	___ Police Clearance					
	> Current as 3 mons from date of application > From point of hire/last country of residence (6mons +) > From National Police ONLY > Ages 18+	X	X			
6)	___ Medical Clearance					
	> Current as 3 months from date of application > MUST include HIV/AIDS and TB clearance	X	X			
7)	GOVERNMENT MINISTRY/AGENCY CONTRACTORS MUST INCLUDE THE FOLLOWING:					
	___ PSC approved Contract	X	X			
	___ Social Security Card – clear copy		X			
	___ Expired Visa & Alien Registration - original		X	X		
	___ Letter certifying still employed			X		
8)	NON-GOVERNMENT CONTRACTORS MUST INCLUDE:					
	___ Contract Signed & Dated	X	X			
	___ Labor Permit, APPROVED	X	X			
	___ Labor Bond Receipt	X	X			
	___ Expired Visa & Alien Registration card – original		X	X		
	___ Social Security card – clear copy		X			
	___ MISSA clearance letter – original in a sealed envelope		X			
	___ Tax & Revenue clearance letter – original in a sealed envelope		X			
	___ Letter certifying still employed			X		
	IF Employer (Owner) is Non-Citizen Foreign Investor:					
	___ FIBL, valid	X	X			
	___ Local Gov't Business License, valid	X	X			
	___ Visa and Registration cards, valid	X	X			
	___ Passport, valid	X	X			
	___ Letter certifying still employed			X		
9)	MISSIONARY/VOLUNTEER WORK MUST INCLUDE:					
	___ Contract or Terms of Reference	X	X			
	___ Expired Visa & Alien Registration – original		X			
	___ Letter certifying still active member			X		
10)	Prescribed Fee(s) – Receipt	X	X	X		

COMMENTS/NOTES:

Prepared & Reviewed by: _____ Date: _____

Reviewed & Approved by: _____ Date: _____